Banner Human Resources

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Table of Contents

Information Non-disclosure at NMSU ***4***

Account Structure ***5***

Logging on to Banner ***6***

Employee Information Forms ***8***

Identification (PPAIDEN) 8

Address Information 14

Biographical Information 16

Employee (PEAEMPL) 18

Employee Jobs (NBAJOBS) 20

Job Detail Information Tab 21

Additional Effective Dates 23

Miscellaneous Job Information 24

Payroll Default Tab 25

Job Labor Distribution 26

Employee Job Inquiry (NBIJLST) 27

Employee Leave Balances (PEALEAV) 29

General Information (PPAGENL) 30

Faculty Information Forms ***32***

Employee List by Faculty Action (PEIELFA) 32

Payroll & Budget Information Forms ***33***

Labor Distribution Data Inquiry (ZHIDIST) 33

Labor Distribution Change History (NBIJLHS) 36

Employee Year To Date Totals (PEIETOT) 37

Job Year To Date Totals (PEIJTOT) 38

Employee Salary History Inquiry (PEISALH) 39

Human Resources System Additional Forms ***40***

Position Incumbent List (NBIPINC) 40

Position List By Organization (NBIPORG) 41

Banner HR Self-Service ***42***

Update Addresses and Phone Numbers 44

Setting ICT Privacy Preferences 46

Update Emergency Contacts 48

Additional Information 50

Employee Tab 43

Help ***51***

Glossary ***52***

Appendix A: Form Name Structure ***56***

Appendix B: Employee Class ***58***

Notes: ***59***

Information Non-disclosure at NMSU

New Mexico State University maintains the confidentiality and security of records in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the Health Insurance Portability and Accountability Act (HIPPA), and the Gramm-Leach-Bliley Act GLBA), in addition to other federal and state laws. These laws pertain to the security and privacy of personal academic, medical and financial information, along with identifying information such as social security numbers.

Family Educational Rights and Privacy Act of 1974 (FERPA) Policy:
http://research.nmsu.edu/compliance/IRB/resources.html#3
FERPA protects students' records. FERPA requires post-secondary educational institutions and agencies to conform to fair information practices in their handling of student data. Among the provisions of the act are the requirements that data be used only for intended purposes and that those responsible for student data take reasonable precautions to prevent misuse of it. Examples include Social Security Numbers, grades, date of birth, etc.

Health Information and Portability Accountability Act (HIPAA):
http://research.nmsu.edu/compliance/IRB/resources.html#7
HIPPA protects all medical records and other individually identifiable health information used or disclosed in any form, whether electronically, on paper, or orally.

Gramm-Leach-Bliley (GLB) Act:
http://www.nmsu.edu/manual/documents/07-29-09-policy-manual-final020110.pdf
GLBA protects private, non-public information of individuals. Private, non-public information consists of information such as name, Social Security Number, date and location of birth, gender, credit card numbers and driver's license numbers.

Within NMSU, employees are authorized access to University records only to the extent necessary to perform their official university duties, and are responsible for protecting such information against unauthorized access or disclosure.

The New Mexico State University Policy Manual, **Chapter 2** General Operating Policies, Section 2.90 contains specific information related to disclosure of records and information.

Examples in this manual may have personal data altered or blacked out to ensure privacy.

Account Structure

What is FOAPAL?

FOAPAL is the acronym for the account number within the Banner system. Each letter represents a piece of the account number: Fund, Organization, Account, Program, Activity, and Location. **FOAPAL** is the key used for entering financial transactions.

Required Segments **Optional Segments**

Chart	Fund	Organization	Account	Program	Activity	Location
C	F	O	A	P	A	L

The shortcut...

To process accounting transactions, departments will need to use an Index Code and an Account Code.

Index

The charge center where the payroll expenditures related to the employee will be posted for each pay period. Entry of the index will automatically populate the corresponding Fund, Organization, Program, and in some cases Activity and/or Location.

Account Code

Type of expenditure transactions. For payroll related transactions, these values are automatically generated from the Banner Human Resources System.

Example

The Index number **100839** was entered. This is what is displayed:

COA	Index	Fund	Orgn	Account	Program	Activity	Location	Project
N	100839	110000	530340		1310			

Logging on to Banner

Banner supports authenticated user access, meaning that the system verifies your credentials and you are given access to the system based on your assigned security. To use Banner as an authenticated user, you must successfully log on by providing your credentials: NMSU Username, and Banner Password.

Banner can be accessed from any Internet browser such as Internet Explorer, Netscape, or Mozilla Firefox.

1. Type **http://www.nmsu.edu/~boffice/** in the address bar of your web browser and press Enter.

The Business, Finance and Human Resource Services page will appear.

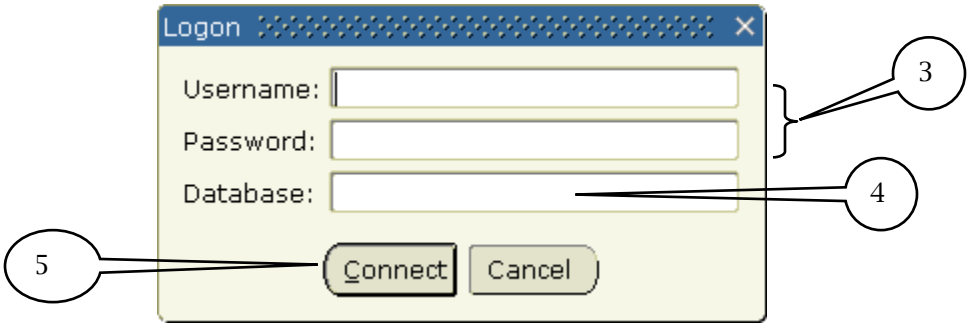
www.nmsu.edu/~boffice

2. Click on the **Banner Native Login** link.

Team Tip:

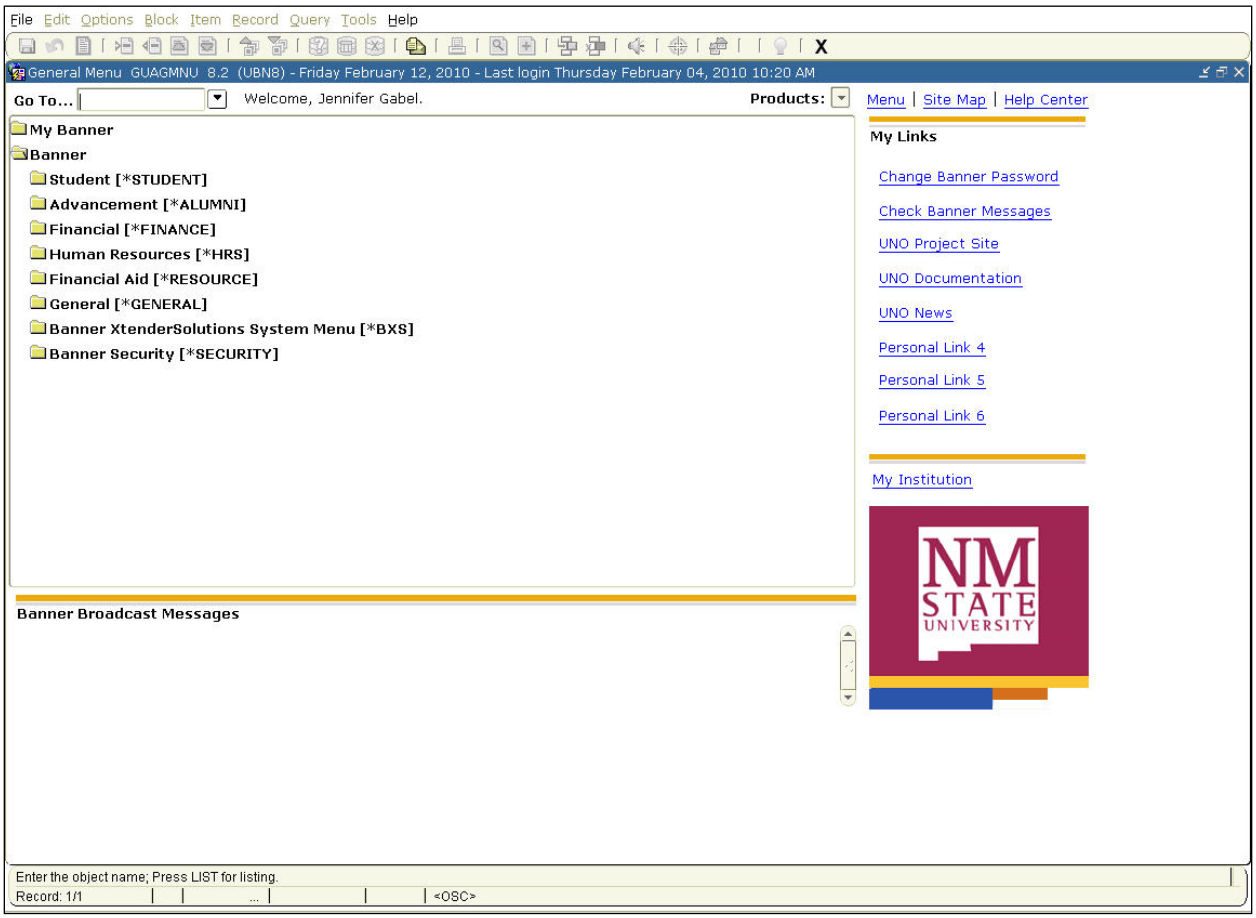
You can create a bookmark in your browser for quick access to Banner.

The **Logon** screen will be displayed.



3. Enter **Username** and **Password**.
4. **Database** field remains blank.
5. Click on the **Connect** button.

The **General Menu** form, **GUAGMNU**, will be displayed.

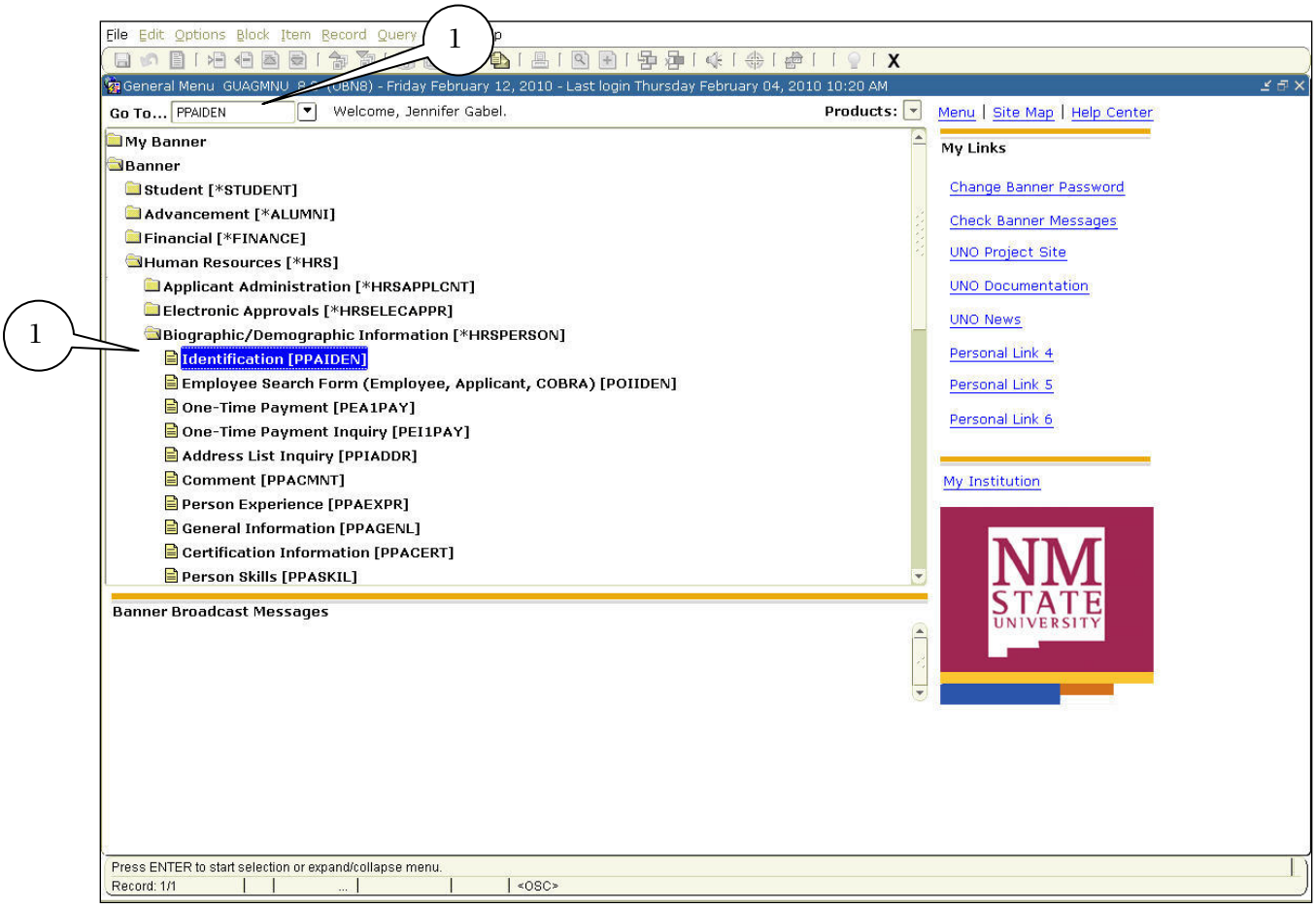


Employee Information Forms

Identification (PPAIDEN)

Current Identification

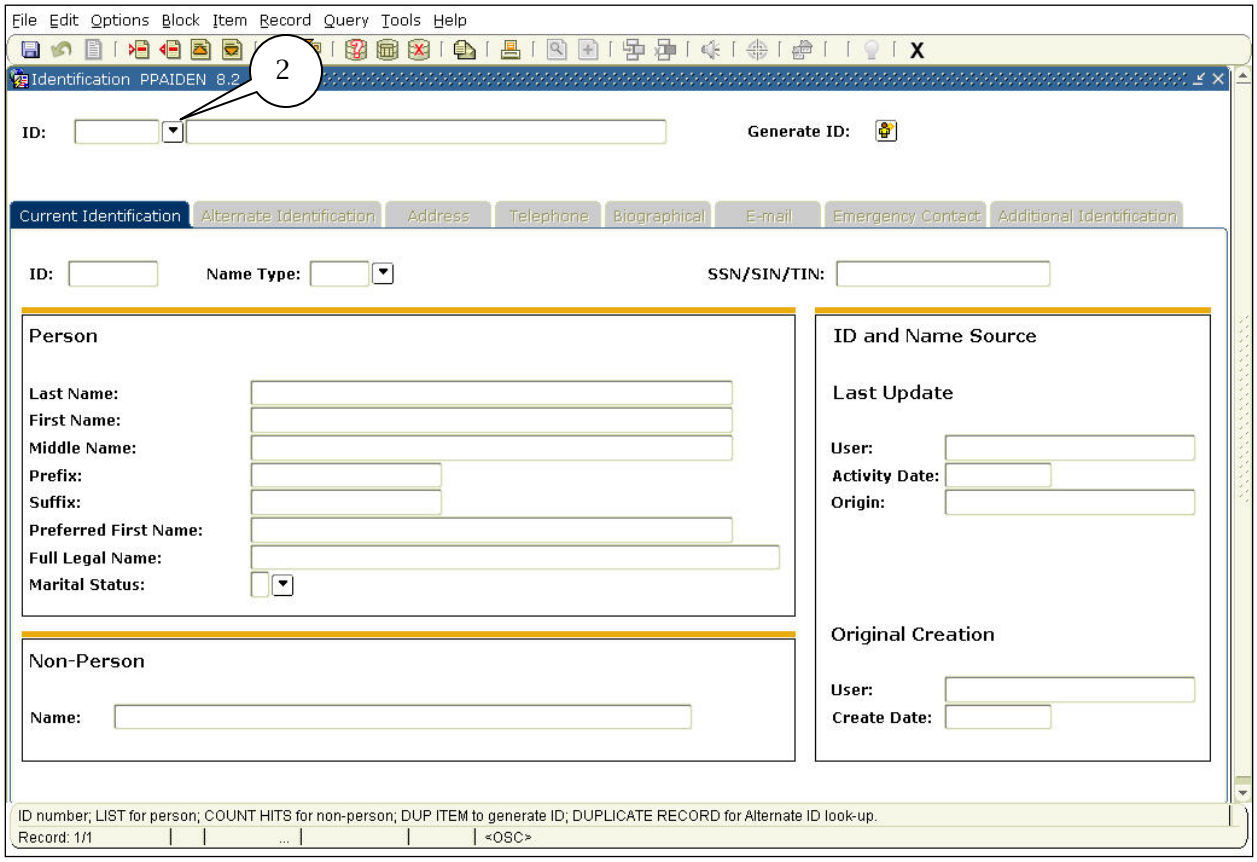
When a person is new to the university the **PPAIDEN** form is completed. This form stores biographic, demographic and address information. The information is fed to all appropriate forms that identify the individual as a person.



1. Access the **Identification** form, **PPAIDEN**, either by double clicking on the form name on the **General Menu** or by entering **PPAIDEN** in the **Go To...** field on the **General Menu.**

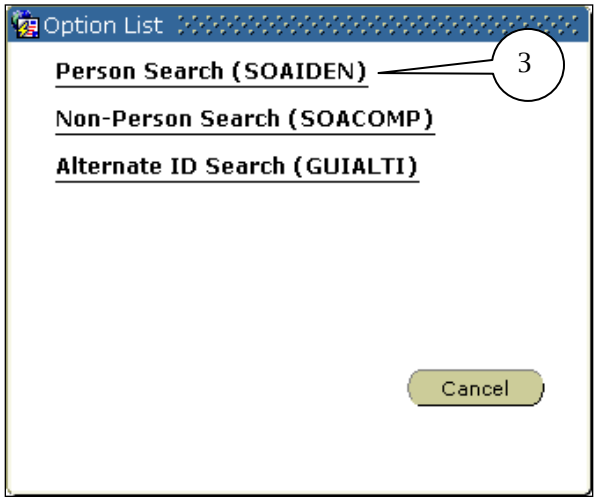
Keep in mind that there are different ways to navigate through the forms which is covered in the Banner Navigation User Manual. You will find a style that is comfortable for you as you become more familiar with Banner.

The **Identification** form will be displayed.



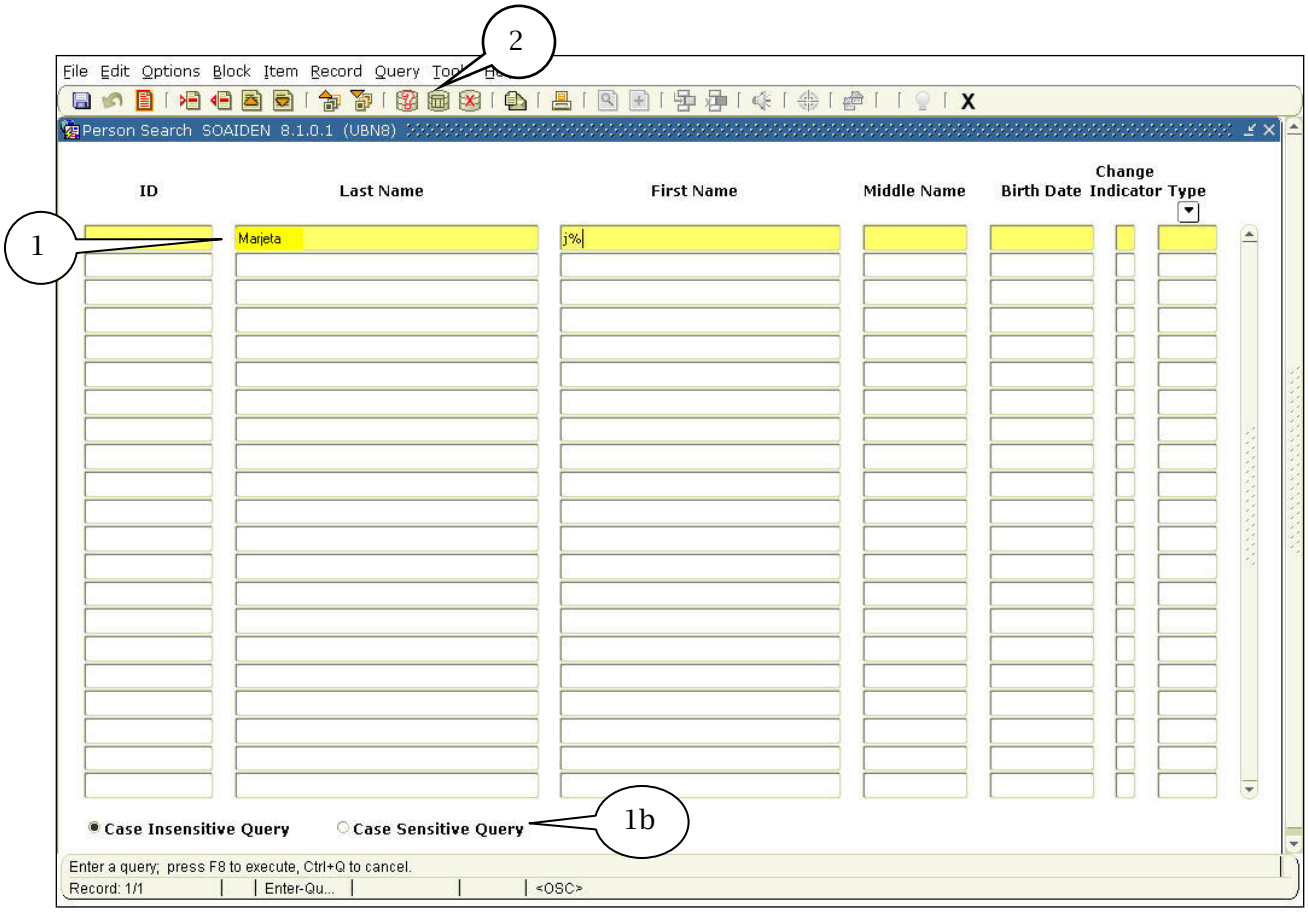
2. Click on the **Search** button next to the **ID** field.

The **Option List** window will be displayed.

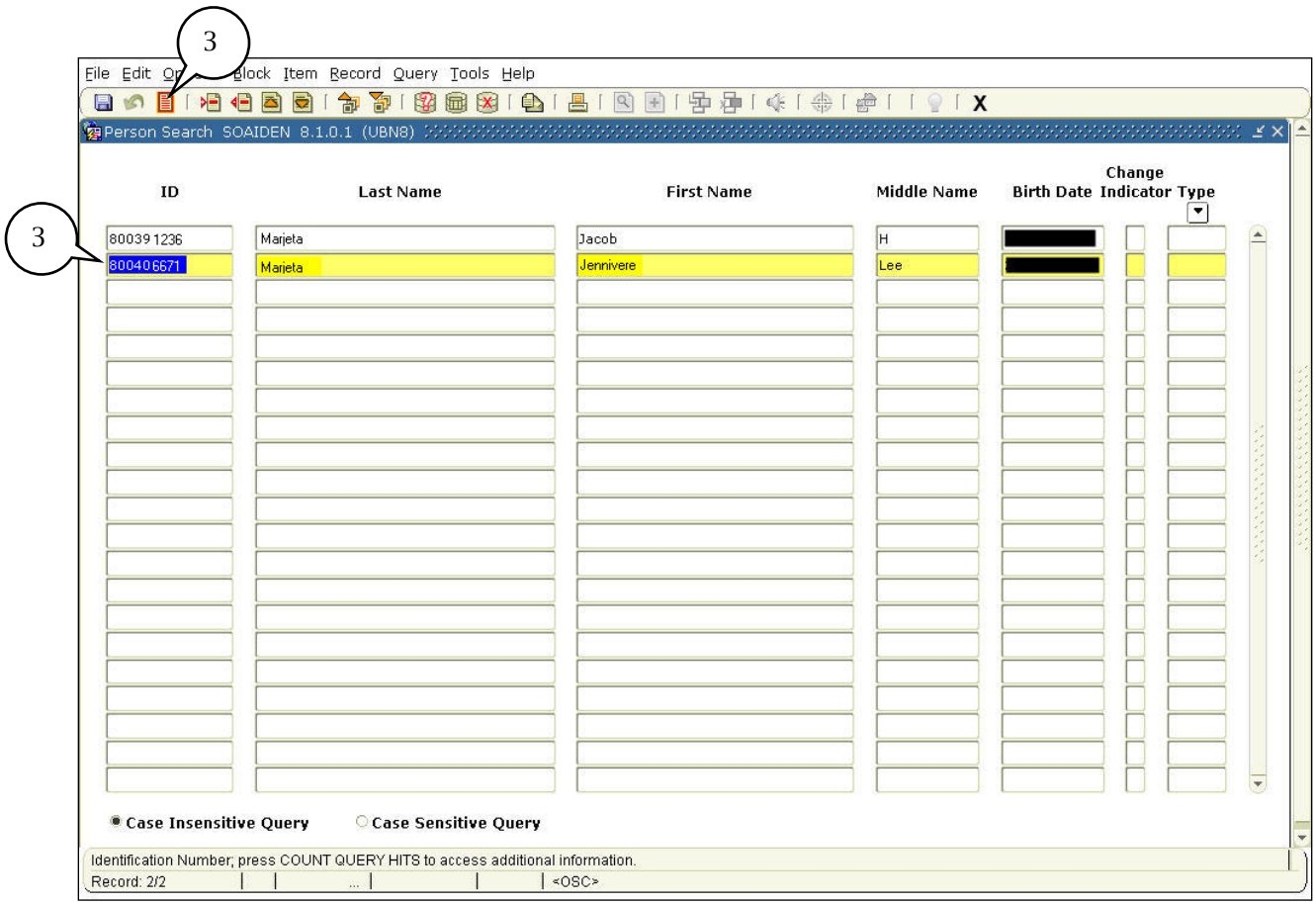


3. Click on **Person Search (SOAIDEN).**

The **Person Search** form, **SOAIDEN**, will be displayed.

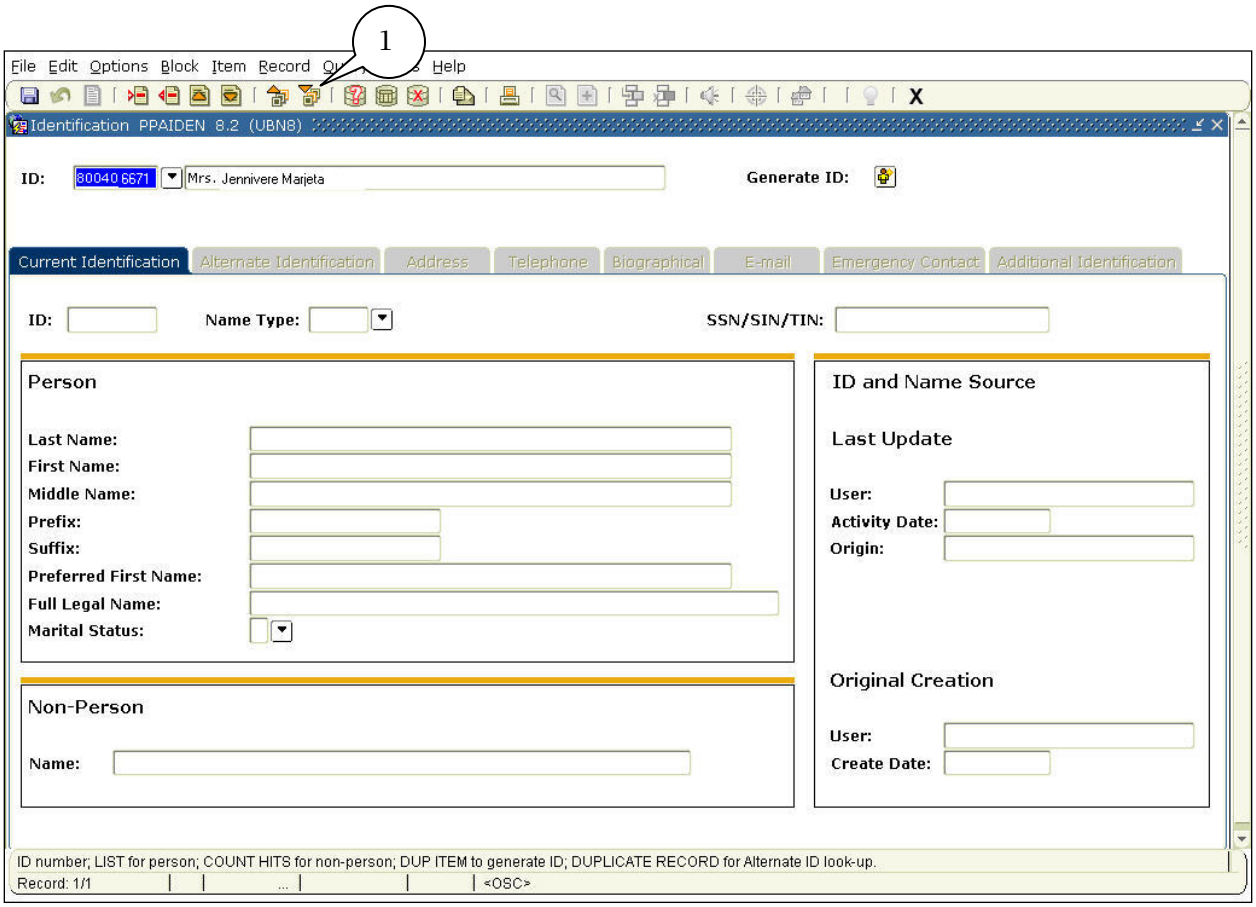


1. Enter the person's last name in the **Last Name** field.
    a. Wild cards (%) can be used in place of letters in the search. Refer to the Banner Navigation manual or tutorial for additional information regarding searching with wild cards.
    b. Searches may be case sensitive or insensitive depending on your selection. The default is case insensitive.
2. Press the **F8** key on the keyboard or click on the **Execute Query** button to retrieve a list of names.



3. Double click in the **ID** field of the record you wish to access or highlight it and click on the **Select** button .

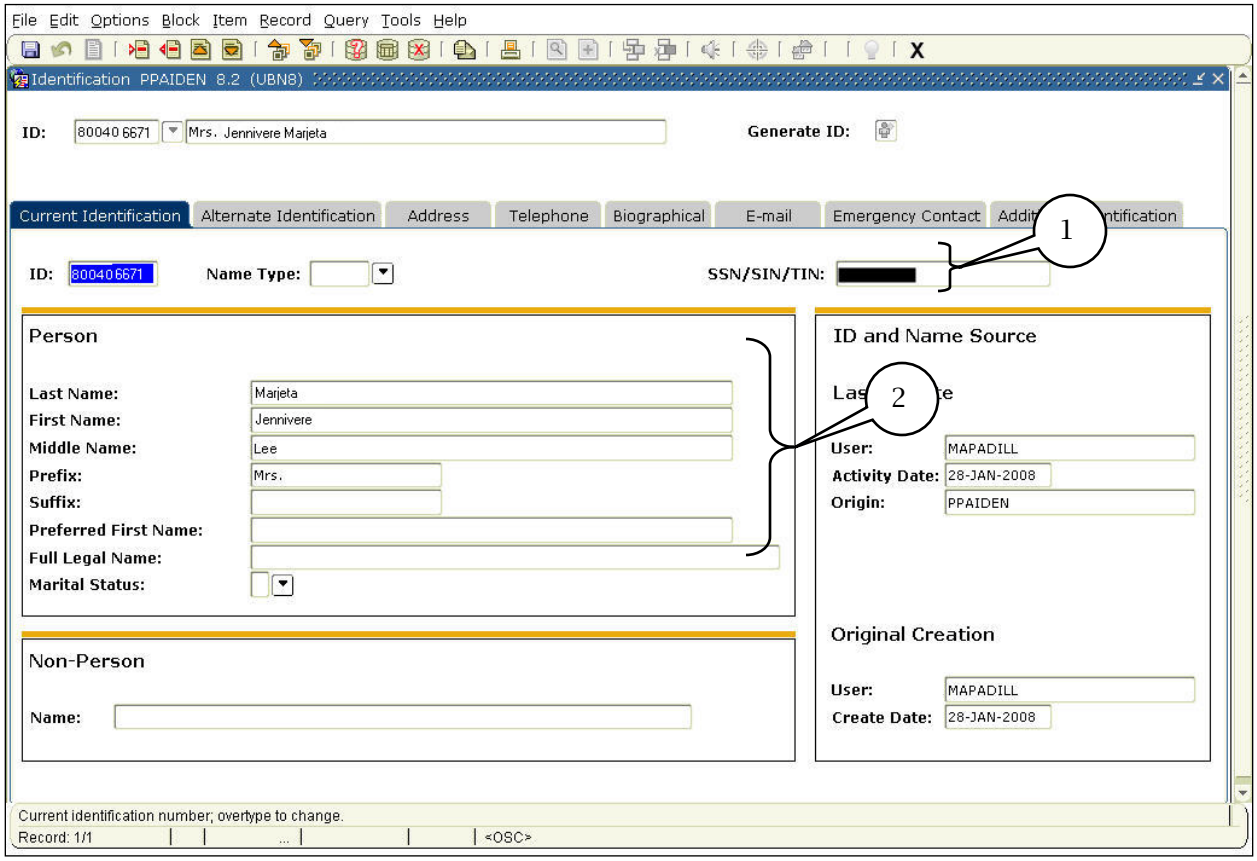
The **Identification** form will be displayed showing the person's **ID** and **Name** in the **Key Block** area.



1. Click on the **Next Block** button .

*Additional blocks may be accessed directly through the **Options** menu, by clicking on the **Next Block** button , or by clicking on the page tab.*

Identification information for this person will be displayed.



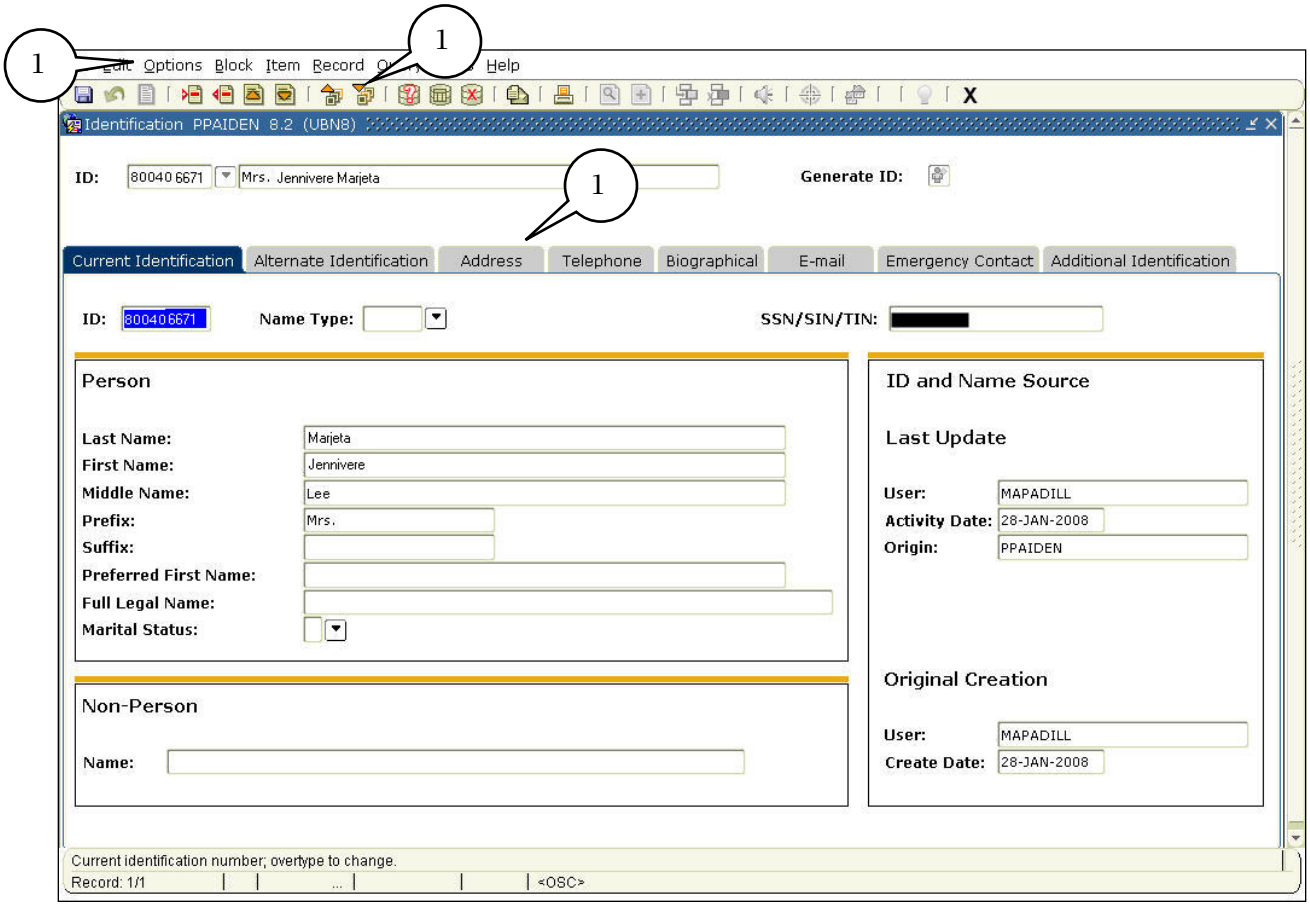
The **Identification PPAIDEN** form has the following information.

1. **Current Identification:**
   - **ID:** System-generated ID number
   - **SSN/SIN/TFIN:** Social Security number
2. **Person Name Information:**
   - **Last Name**
   - **First Name**
   - **Preferred First Name**

The **Identification PPAIDEN** form contains multiple tabs of information.

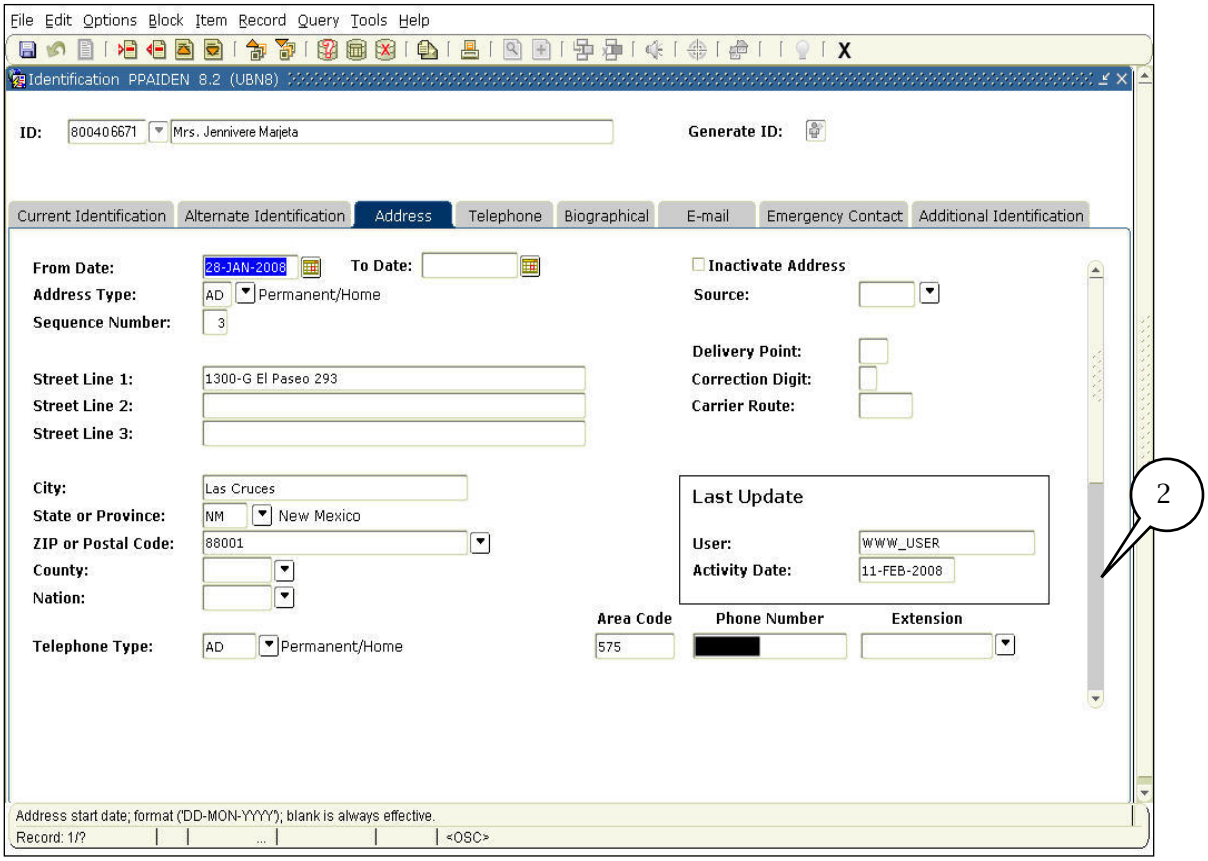
- Current identification (described above)
- Alternate Identification
- Address (refer to page 14); also available on form PPIADDR
- Telephone; also available on form PPATELE
- Biographical (refer to page 16)
- Email; also available on form GOAEMAL
- Emergency Contacts
- Additional Identification (not used)

Address Information



1. Access the **Address Information** block by clicking on the **Address** tab, from the **Options** menu, or by clicking on the **Next Block** button until it is displayed.

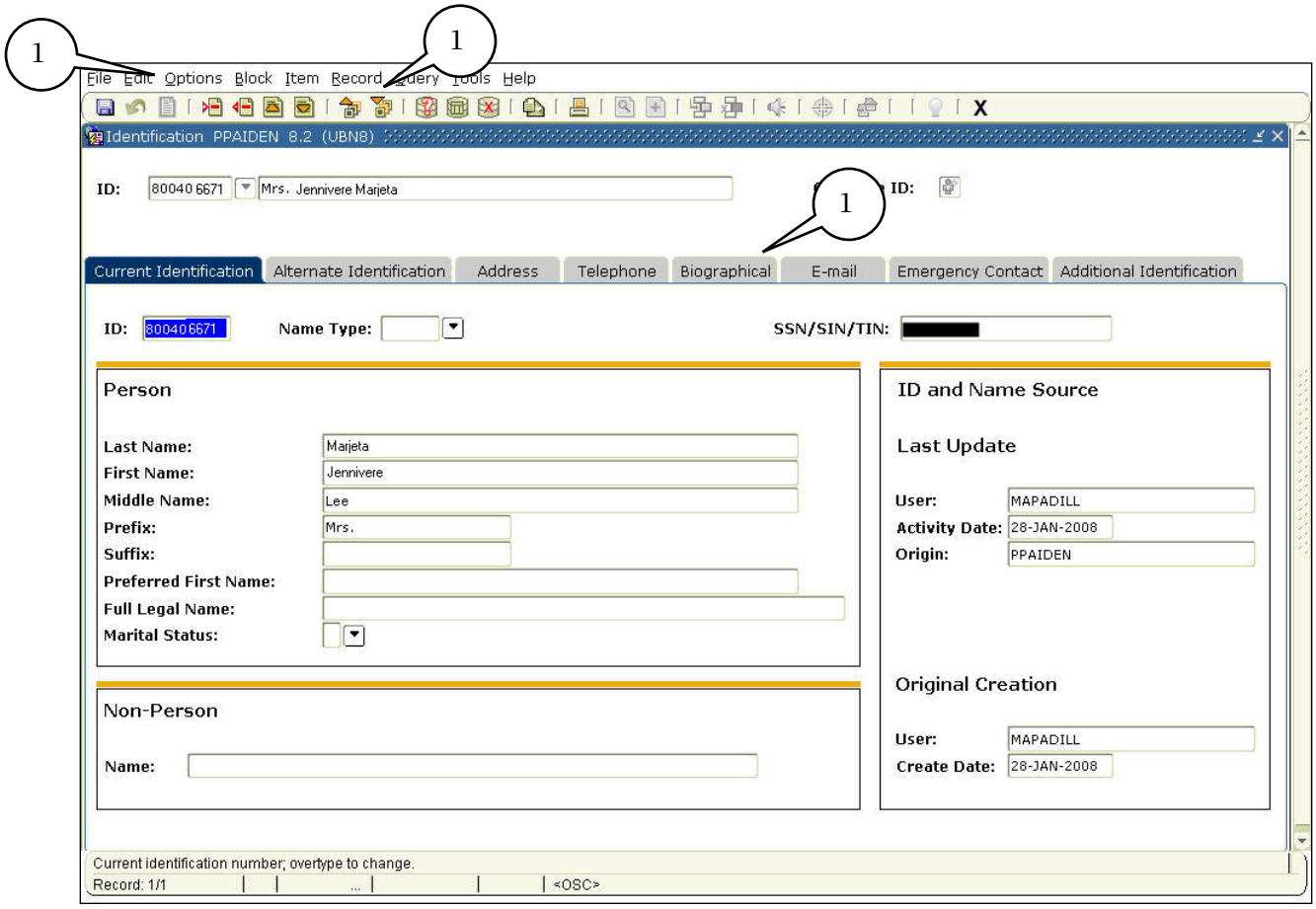
The **Address Information** block will be displayed.



2. Use the scroll bar to view additional addresses (i.e. work address) for this person.

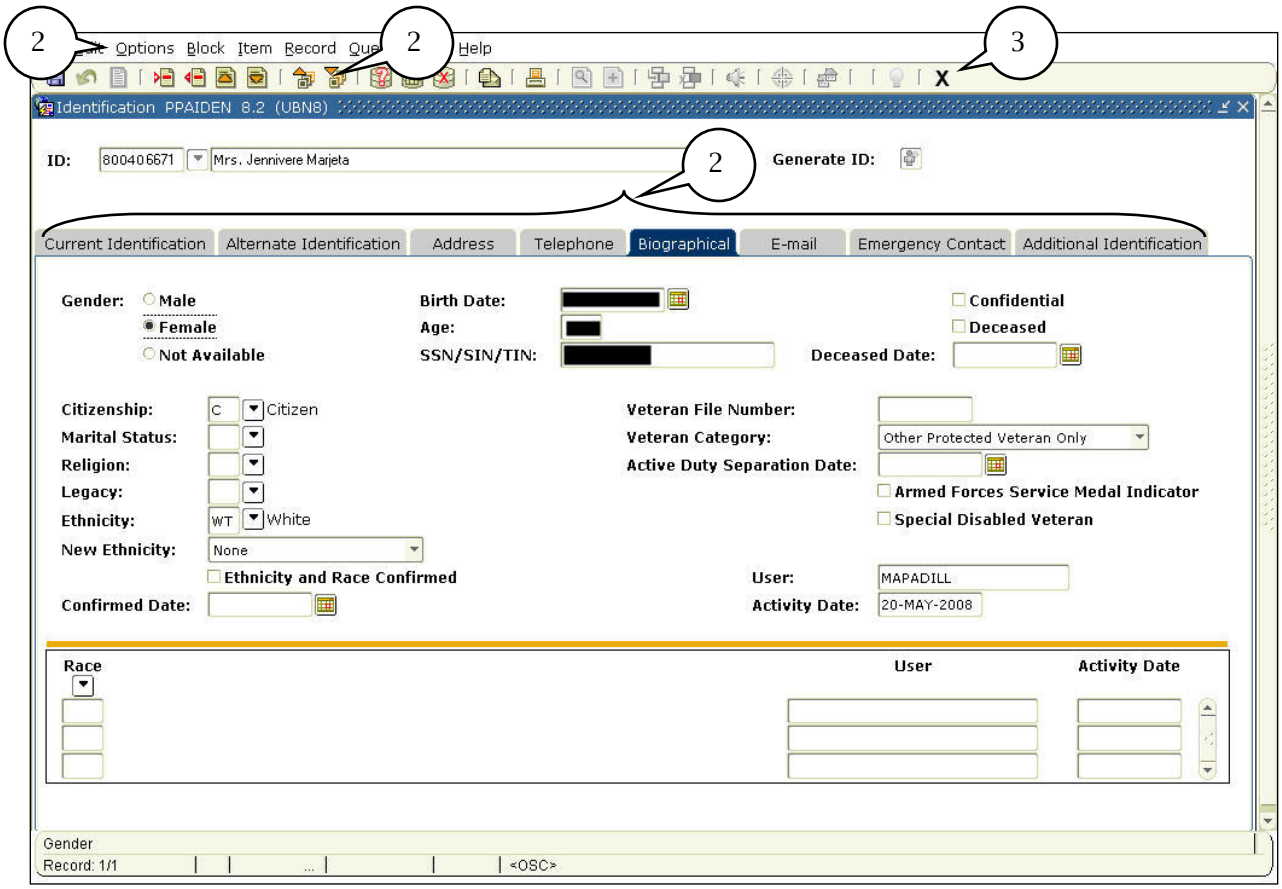
Address information can also be accessed directly on form PPIADDR.

Biographical Information



1. Access the **Biographical** information block by clicking on the **Biographical** tab, from the **Options** menu, or by clicking on the **Next Block** button until **Biographical** information is displayed.

The **Biographical** block will be displayed.



2. Use the page tabs, the **Options** menu, or the **Next Block** button to access additional information as needed.
3. Click on the **Exit** button on the Navigation Toolbar to return to the **General Menu** form, **GUAGMNU**.

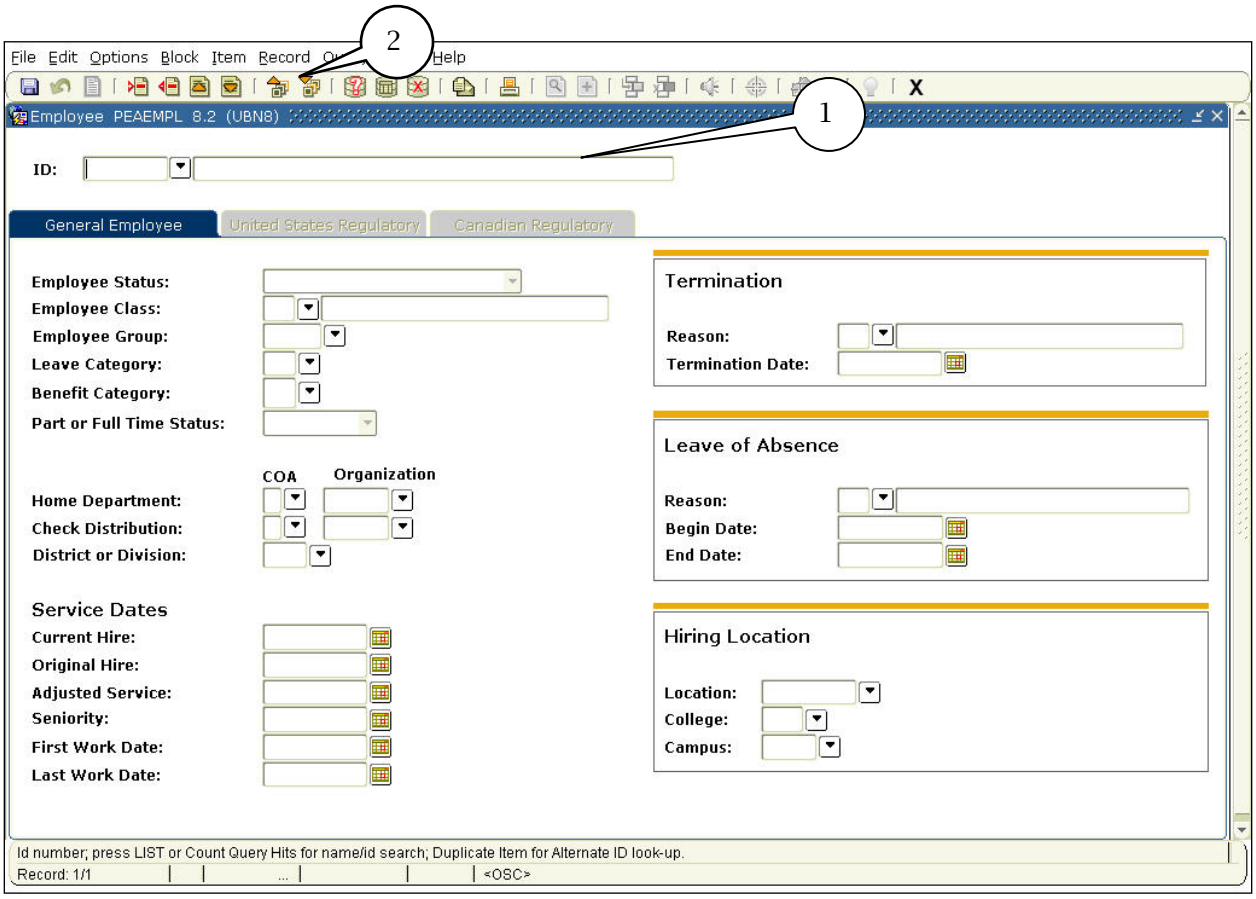
Employee (PEAEMPL)

General Employee Information

The **Employee** form, **PEAEMPL**, stores general employee information including the employee's current status dates, leave and benefit categories, and home department information.

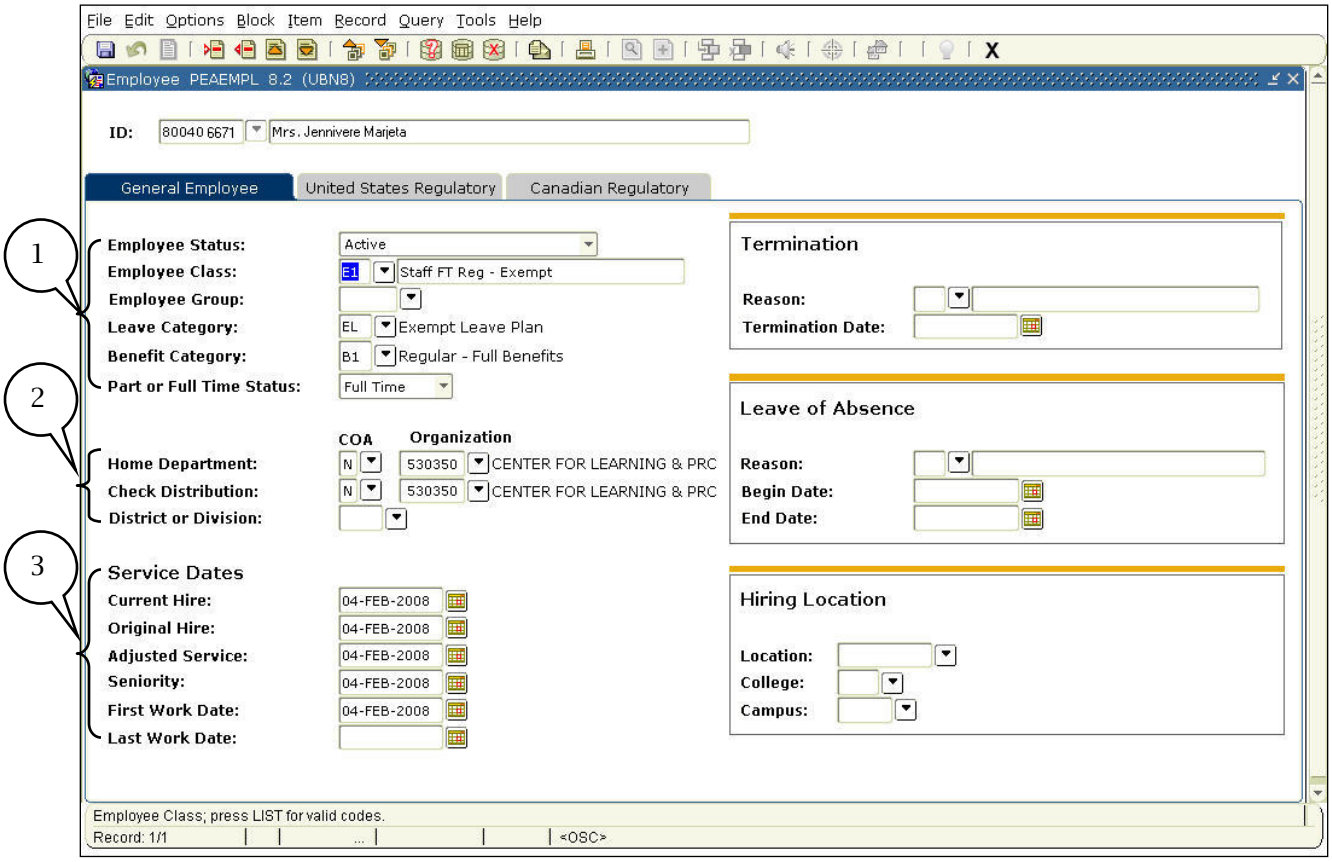
Access the **Employee** form, **PEAEMPL**, either by double clicking on the form name from the **General Menu** or by typing **PEAEMPL** in the **Go To...** field.

The **Employee** form, **PEAEMPL**, will be displayed.



1. Enter the ID of the person whose information you need to access, or use the **Search** button or **ID and Name Extended Search**.
2. Click on the **Next Block** button .

Employee information for the person will be displayed.

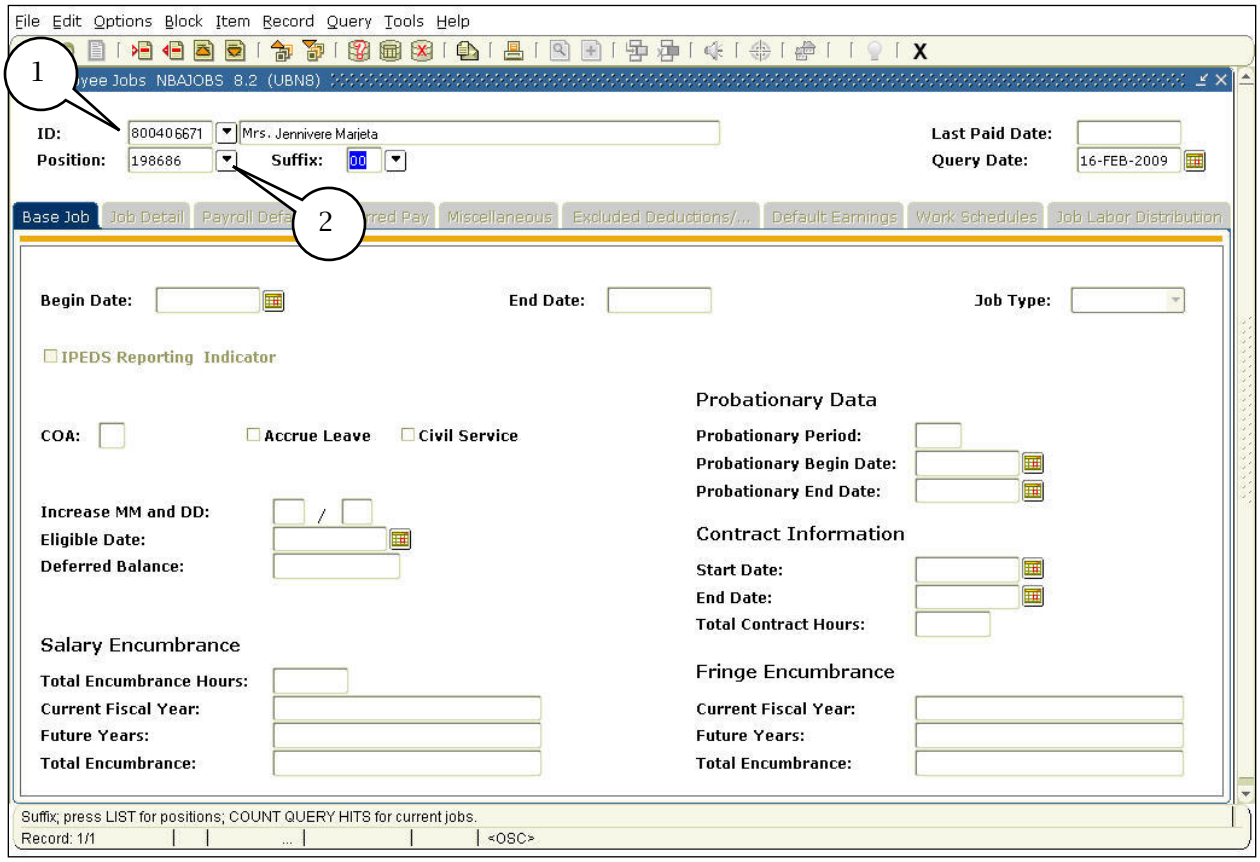


The **General Employee** form has the following information:

1. **General Employee Information:**
   - **Employee Status**
   - **FT/PT Status**
2. **COA:**
   - **Home Department Org**
   - **Check Distribution Org**
3. **Service Dates:**
   - **Current Hire:** Begin date of current primary job. This date changes with every new primary job.
   - **Original Hire:** First date of employment at NMSU regardless of employee type. This date does not change and will always remain the same regardless of changes in employee status or breaks in service.
   - **Adjusted Service:** Date of regular consecutive employment. This date is used to track years of regular consecutive service where there has been no break in service. Upon break of service and return to regular employment date must be changed to reflect the new service date.
   - **Seniority Date:** Date of continuous service within a job classification. Currently this date is used only to track and report seniority dates for non-exempt bargaining unit employees.
   - **Termination Date:** Effective termination date of employment with NMSU. This date must be the same as the last NBAJOBS Effective End Date.
   - **First Work Date:** not currently used.
   - **Last Work Date:** not currently used.

Employee Jobs (NBAJOBS)

The **Employee Jobs** form, **NBAJOBS**, displays information about a specific job that an employee holds or has held.

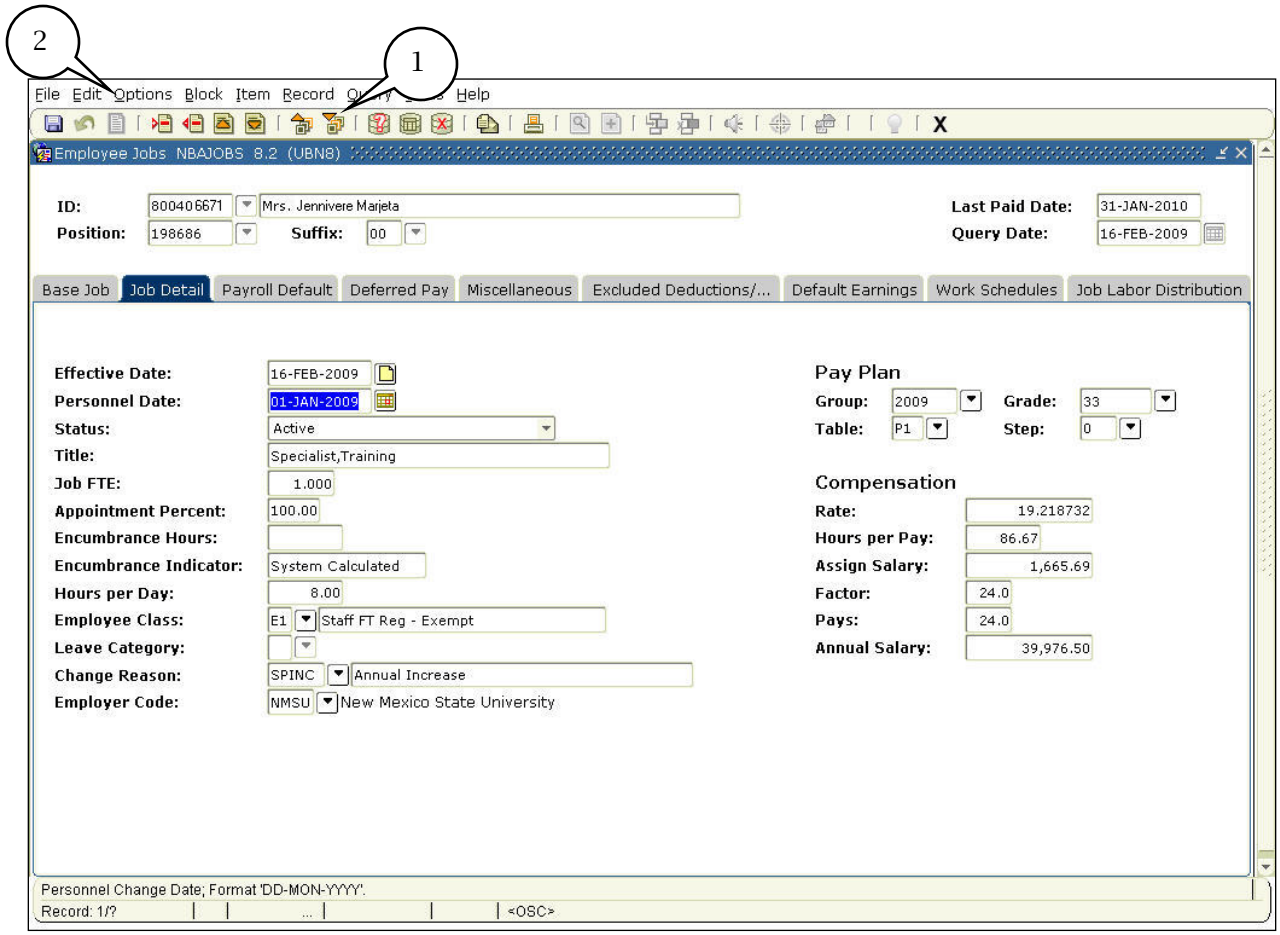


1. Enter the **ID** or perform a search for the person whose information you wish to view.
2. Enter the **Position** number and **Suffix** or perform a search for the position of the person whose information you wish to view. Clicking the **Search** button to search for the person's position will open form **NBIJLST** (see page 26).

The Query Date defaults to the current date and will display information that is Current to the date. In order to have the system display any changes to the position, ***change the Query Date to January 1, 2004.***

Job Detail Information Tab

1. Click the **Next Block** button
   General Job information about the job you selected for this employee will be displayed.
2. Click on the page tabs, the **Options** menu, or the **Next Block** button to view additional information.



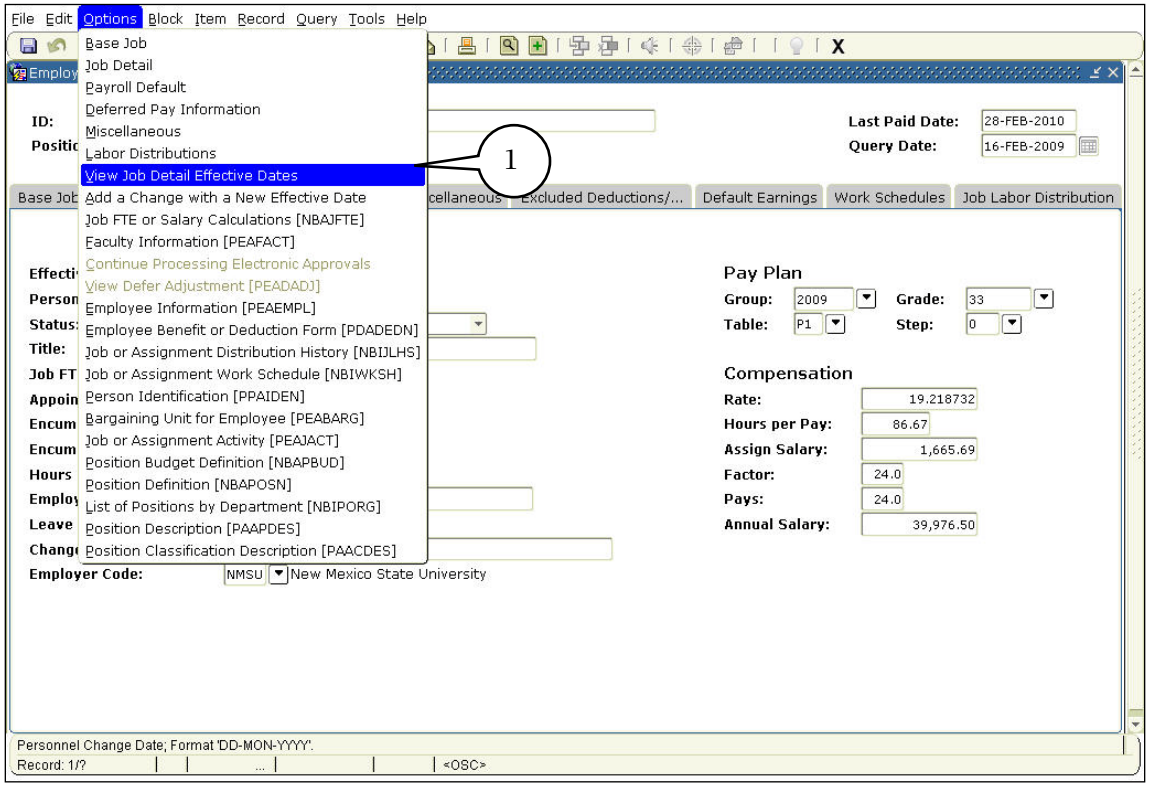
The **Job Detail** block will be displayed.
The **Job Detail** block has the following information:

- **Effective Date:** Date used for payroll purposes and is the date for which the position will be included for the pay period payroll. This date cannot be before the Last Paid Date when making job changes for that position.
- **Personnel Date:** Date of the job action. This is the actual date of the job transaction and does not need to match the effective date. Retro-active dating is allowed.

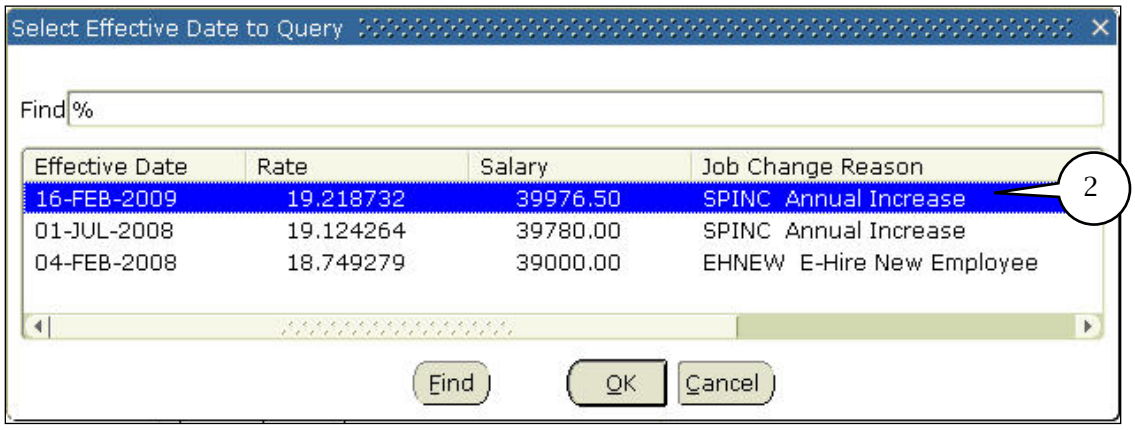
- **Status:** reflects employee's current job status
  - Active: Job is currently active.
  - Leave w/o Pay, w/Ben: employee status is "Leave without Pay". Employee is not working and will not be paid. Employee does not have annual or sick leave to cover leave of absence period. Benefits are still applied.
  - Leave w/o Pay, w/o Ben: employee status is "Leave without Pay". Employee is not working and will not be paid. Employee does not have annual or sick leave to cover leave of absence period. Benefits are not applied.
  - Leave w/Pay, w/Ben: Employee status is 'Leave with Pay'. Faculty member is on 1/2 year Sabbatical receiving 100% pay or Staff member with sufficient annual or sick leave balance to cover leave of absence period.
  - Leave w/Part Pay, w/Ben: Employee status is 'Leave with Partial Pay'. Faculty member is on Full-year Sabbatical receiving 60% pay.
  - Terminated: Job has been terminated.
- **Job FTE:** Reflects fulltime equivalency. An entry of .50 = 50% FTE
- **Appointment Percent:** Based on Job FTE
- **Employee Class:** refer to Appendix B
- **Grade:** Needed for Personnel Action Form (PAF)
  - **Rate:** Reflects hourly amount
  - **Assign Salary:** If salaried, reflects amount per pay period
  - **Factor:** Number of pay checks an employee will receive per year
  - **Pays:** Number of pay periods within a year

Additional Effective Dates

1. Details from previous effective dates can be viewed by selecting the **Options Menu, View Job Detail Effective Dates.**



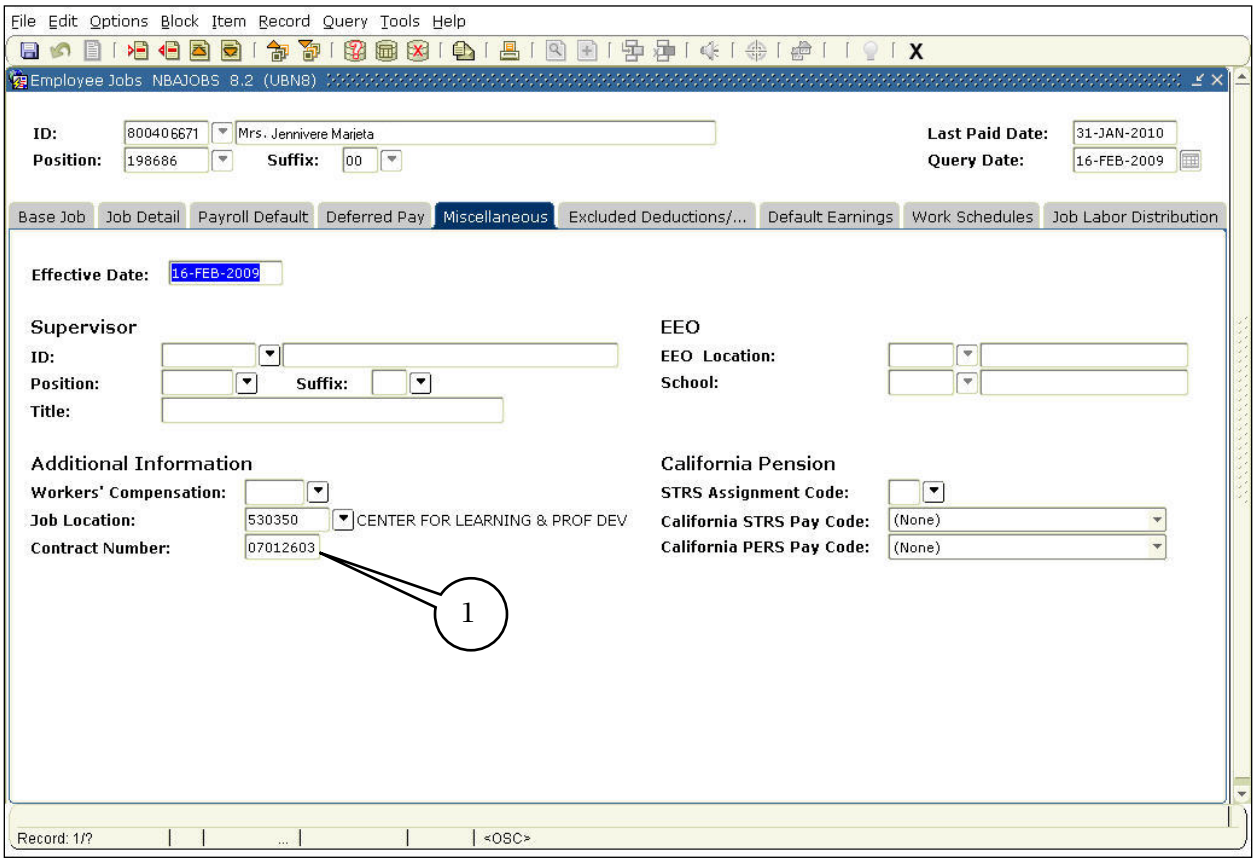
2. Select a date to view. NBAJOBS will be populated with the updated information from your selection.



Miscellaneous Job Information

The **Miscellaneous** job information block can only be accessed while the **Job Detail** information block is displayed.

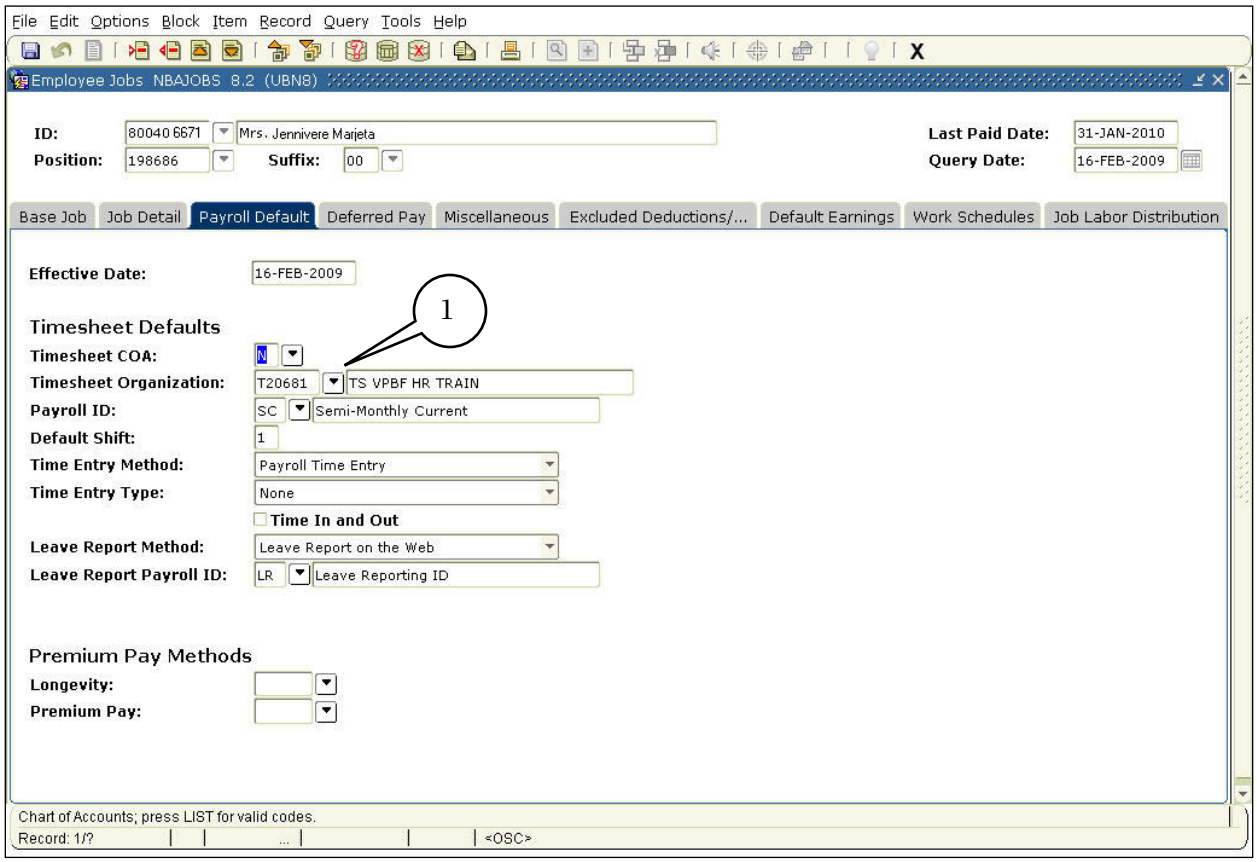
Use the page tab, the **Options** menu, or the **Next Block** button to access the **Miscellaneous** block.



1. For positions filled on or after January 3, 2005, the **Contract Number** field contains the last eight digits of the E-Hire requisition number or the EPAF (Electronic Personnel Action Form) transaction number.
    - For a requisition number of 2007012603, the **Contract Number** field will display 07012603.
    - For regular student hires, a requisition number of SES792-2 will be displayed in the **Contract Number** field as S2792-2.

Payroll Default Tab

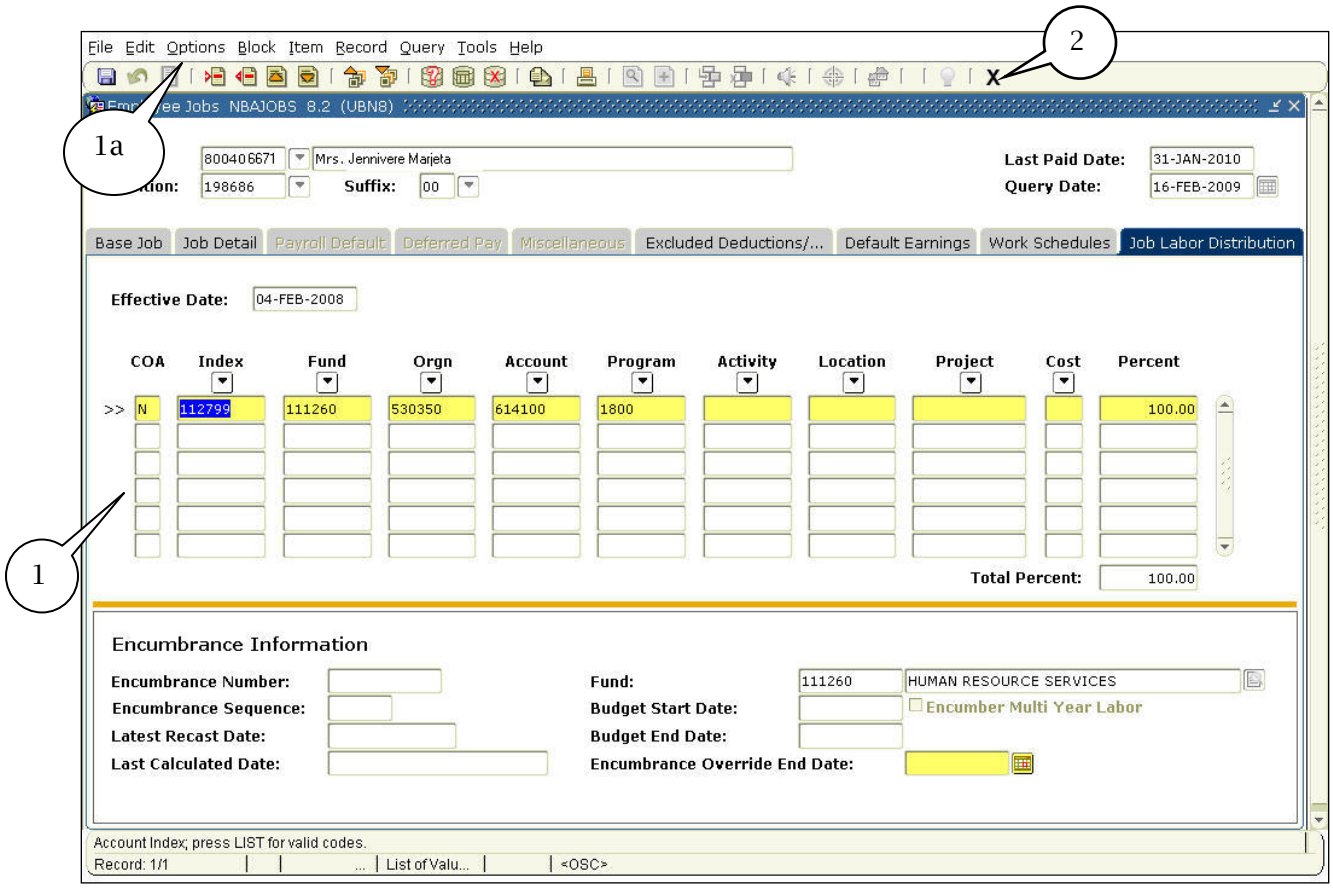
Use the page tab, the **Options** menu, or the **Next Block** button to access the **Payroll Default** block.


File Edit Options Block Item Record Query Tools Help
Employee Jobs NBAJOBS 8.2 (UBN8)
ID: 800406671 Mrs. Jennivere Marjeta
Position: 198686 Suffix: 00
Last Paid Date: 31-JAN-2010
Query Date: 16-FEB-2009
Base Job Job Detail Payroll Default Deferred Pay Miscellaneous Excluded Deductions/... Default Earnings Work Schedules Job Labor Distribution
Effective Date: 16-FEB-2009
1
Timesheet Defaults
Timesheet COA: N
Timesheet Organization: T20681 TS VPBF HR TRAIN
Payroll ID: SC Semi-Monthly Current
Default Shift: 1
Time Entry Method: Payroll Time Entry
Time Entry Type: None
Time In and Out
Leave Report Method: Leave Report on the Web
Leave Report Payroll ID: LR Leave Reporting ID
Premium Pay Methods
Longevity:
Premium Pay:
Chart of Accounts; press LIST for valid codes.
Record: 1/?
<OSC>

1. The **Timesheet Organization** can be found on the **Payroll Default** block.

Job Labor Distribution

Use the page tab, the **Options** menu, or the **Next Block** button to access the **Job Labor Distribution** block.



1. Labor distribution fields are automatically populated based on the position number displayed in the **Position** field.
    a. To view previous job labor distributions, select **View Labor Distributions Effective Dates** from the **Options** Menu.
2. Click on the **Exit** button to return to the **General Menu**.

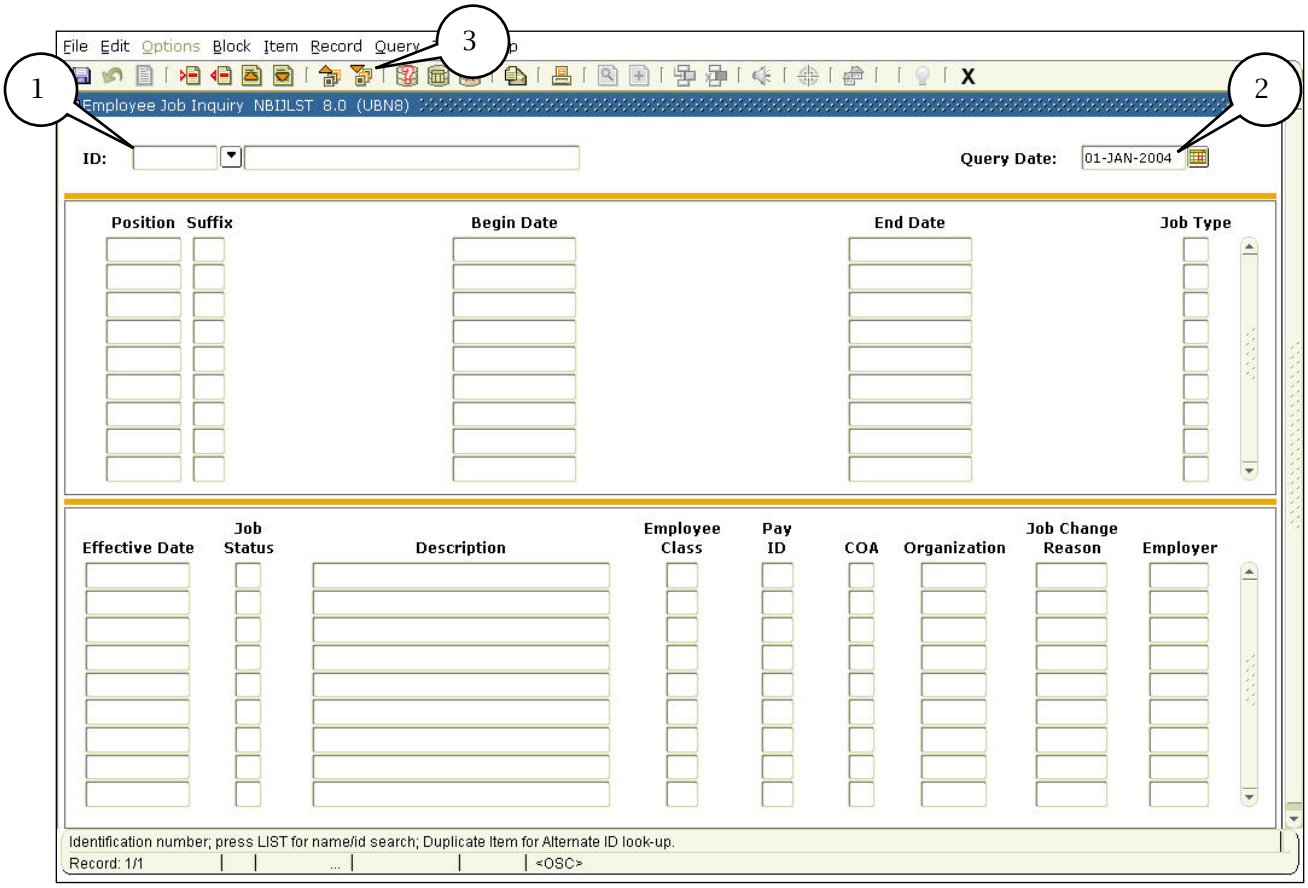
If the Labor Distribution is not correct or needs to be changed, you must submit a Labor Redistribution Form to Payroll.

Employee Job Inquiry (NBIJLST)

The **Employee Job Inquiry** form, **NBIJLST**, displays all the jobs that an employee has held with the university, including their current one(s).

Access the **Employee Job Inquiry** form, **NBIJLST**, by double clicking on the form name on the **General Menu**, by typing **NBIJLST** in the **Go To...** field, or by using the position search feature on the **NBAJOBS** form.

The Employee Job Inquiry form, **NBIJLST**, will be displayed.

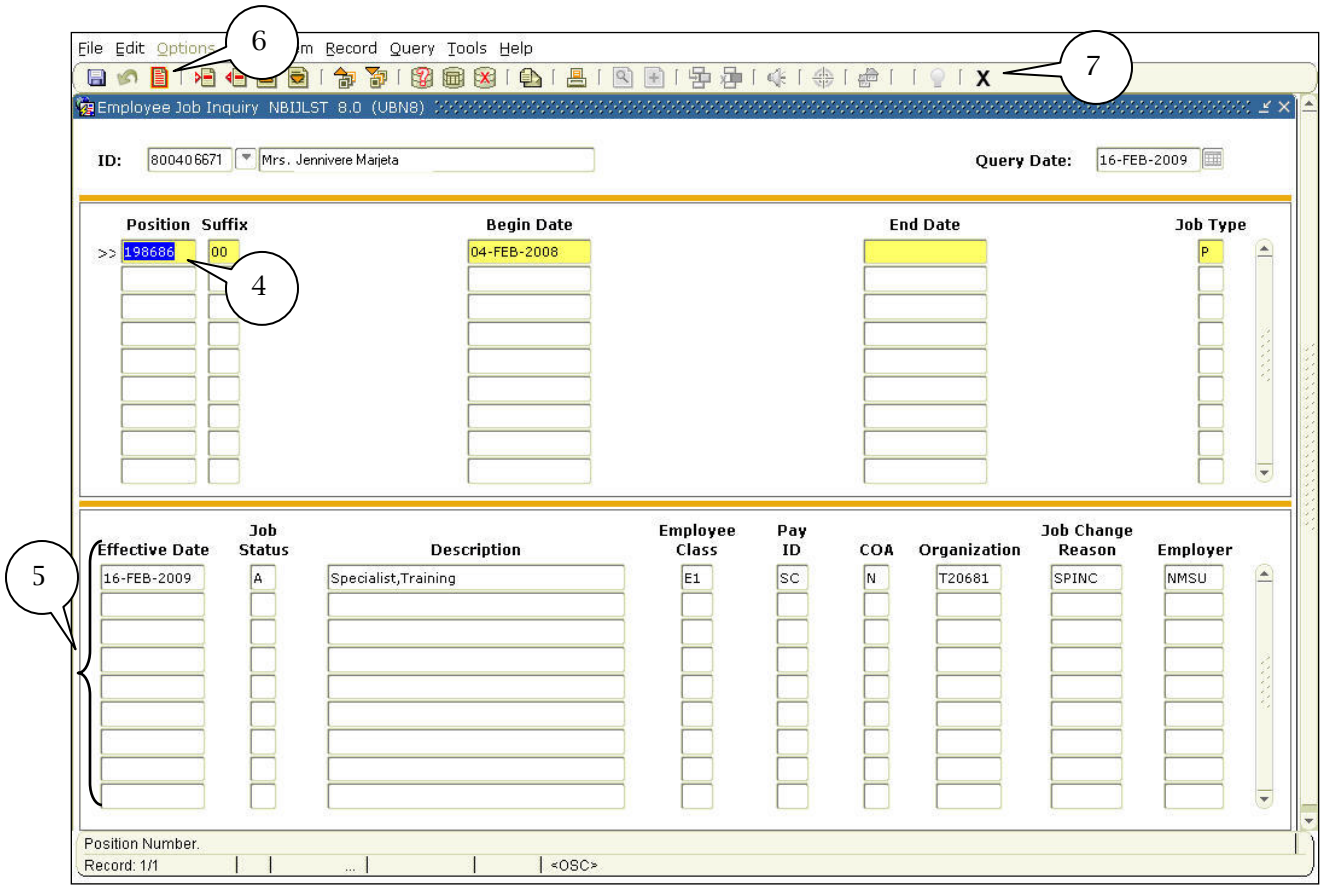


If you are accessing this form from **NBAJOBS**, the person's job information will already be populated. If you are accessing this form from the **General Menu**:

1. Enter the **ID** or perform a search for the person whose information you wish to view.
2. Check the **Query Date**; using a date of January 1, 2004 is recommended.
3. Click on the **Next Block** button .

*Refer to the **PPAIDEN** section of this manual for information on search options.*

Information about the employee's jobs will be displayed.

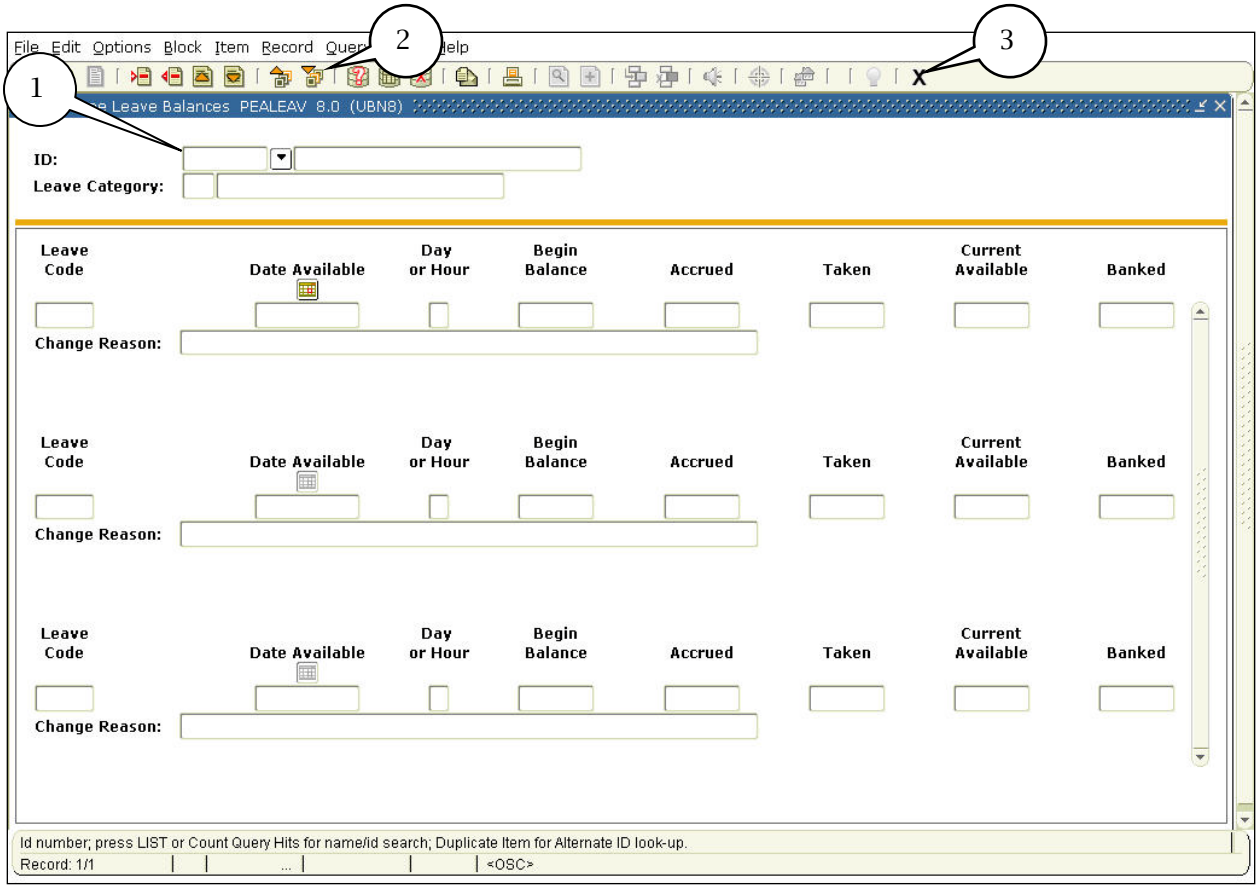


4. Click in the **Position** field for the position you wish to find information on.
5. Information about the position will be displayed in the job block.
6. If you accessed this form from **NBAJOBS**, click on the **Select** button or double click the position number to select the highlighted position which returns you to the **NBAJOBS** form.
7. Click on the **Exit** button X to return to the **General Menu**.

Employee Leave Balances (PEALEAV)

The **Employee Leave Balances** form, **PEALEAV**, displays an employee's annual and sick leave balances. It can be accessed from the **Employee PEAEMPL** form from the **Options** menu or by entering **PEALEAV** in the **Go To...** field on the **General Menu**.

The **Employee Leave Balances** form, **PEALEAV**, will be displayed.



1. Enter the **ID** or perform a search for the person whose information you wish to see.
2. Click on the **Next Block** button to display leave balances.
3. Click on the **Exit** button to return to the calling form or the **General Menu**.

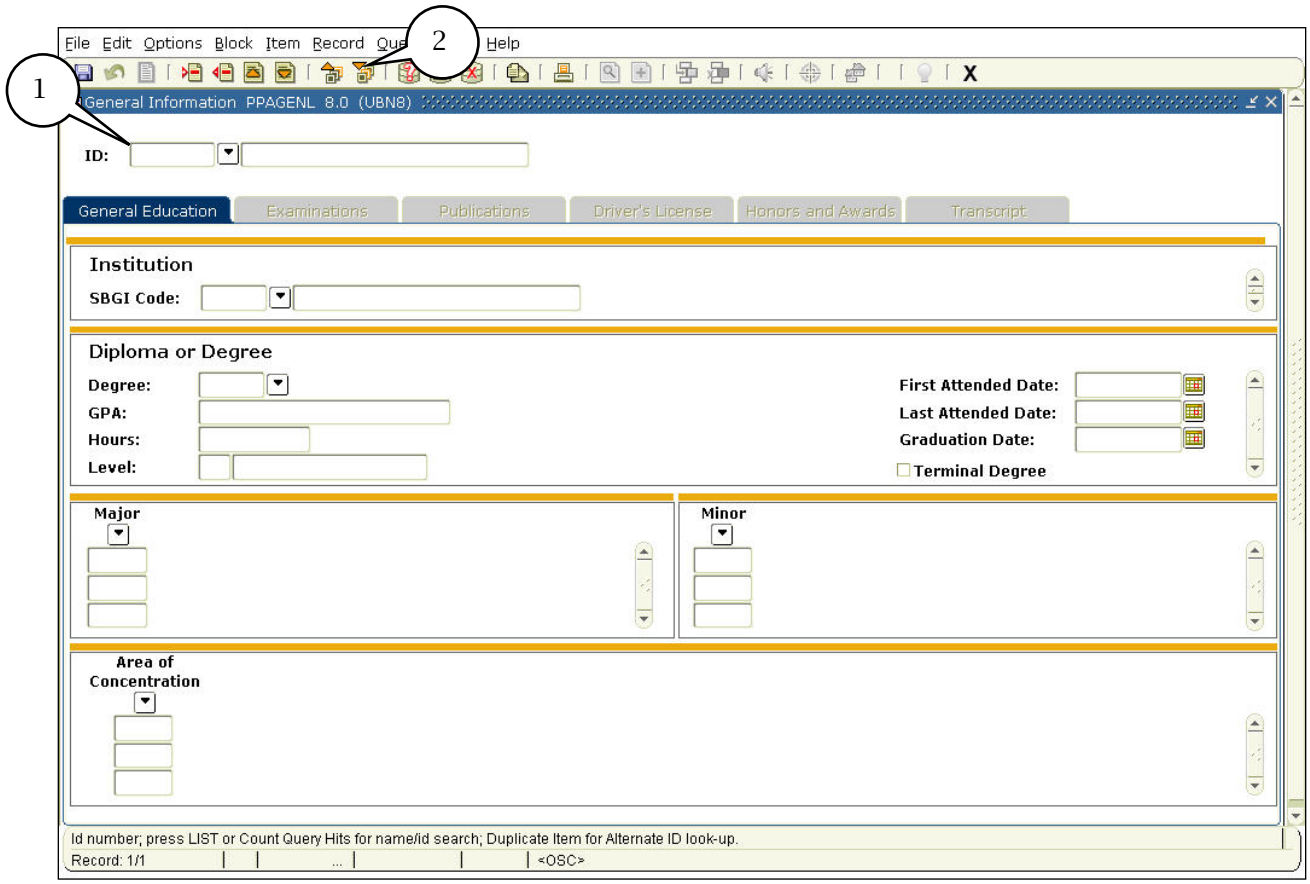
Employee balances may not be current due to timing of leave reporting.

General Information (PPAGENL)

General Education Information

The **General Information** form, **PPAGENL**, has information about an employee's educational background.

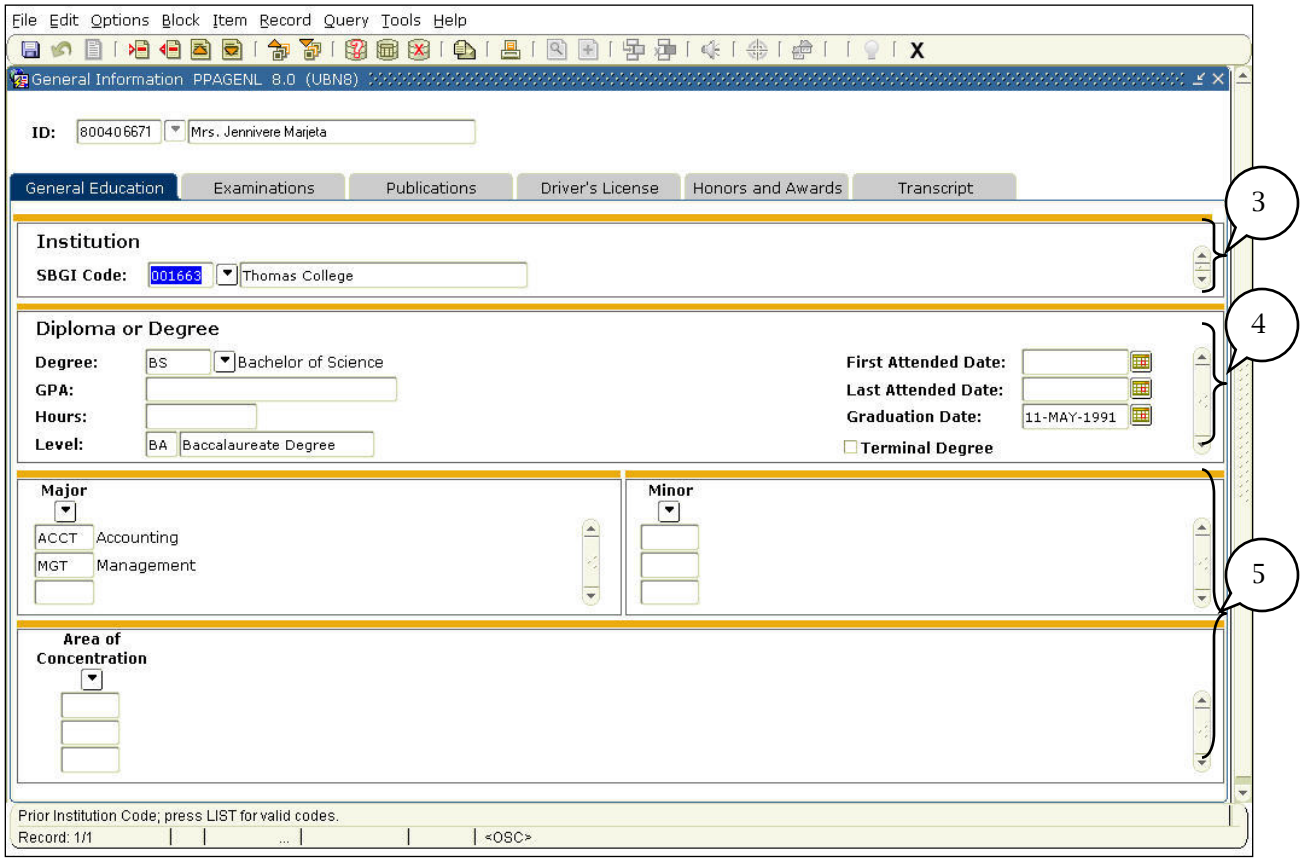
Access the **General Information** form either by double clicking on the form name on the **General Menu** or by typing **PPAGENL** in the **Go To...** field.



1. Enter the **ID** or perform a search for the person whose information you wish to view.
2. Click on the **Next Block** button .

*Refer to the **PPAIDEN** section of this manual for information on search options.*

Information about the employee's educational background will be displayed.



The **General Information PPAGENL** form contains the following information. Use the scroll bars on the right to see additional records.

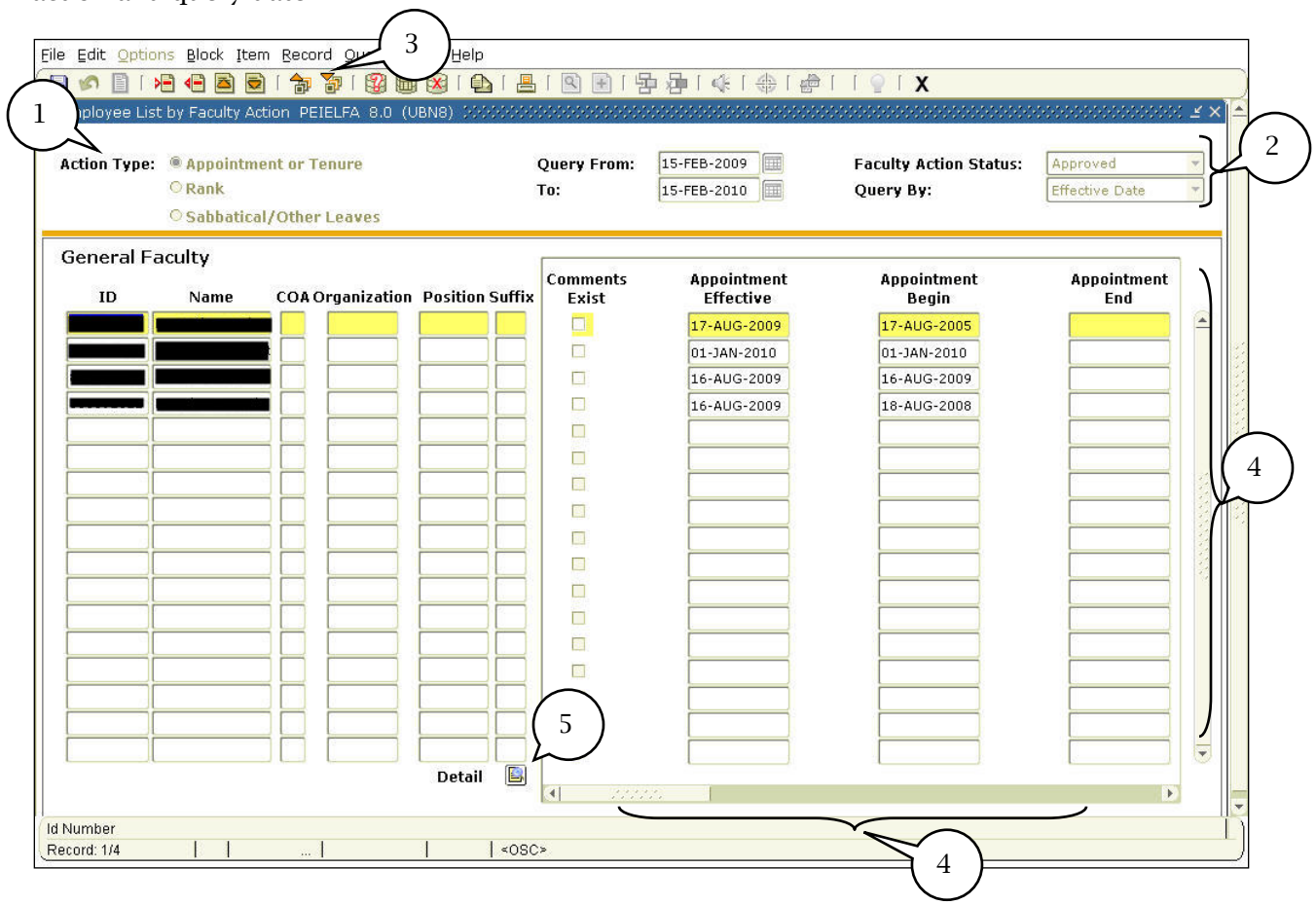
3. **Institution Information**:
   - **Institution name**
4. **Diploma/Degree Information**:
   - **Degree**
   - **Level**
   - **Graduation Date**
   - **Terminal Degree indicator**
5. **Major**, **Minor**, and **Area of Concentration** information
6. Use the scroll bars to the right of each block to view additional **Institution**, **Diploma/Degree**, **Major**, **Minor**, and **Area of Concentration** information for this person.

Additional tabs on the **PPAGENL** form are not currently in use with the exception of the **Transcript** block. The **Transcript** block shows the date an official transcript was received (if required).

Faculty Information Forms

Employee List by Faculty Action (PEIELFA)

The **Employee List by Faculty Action** form, **PEIELFA**, enables you to query faculty members due for a tenure, promotion, reappointment, or sabbatical leave decision based on faculty action and query date.



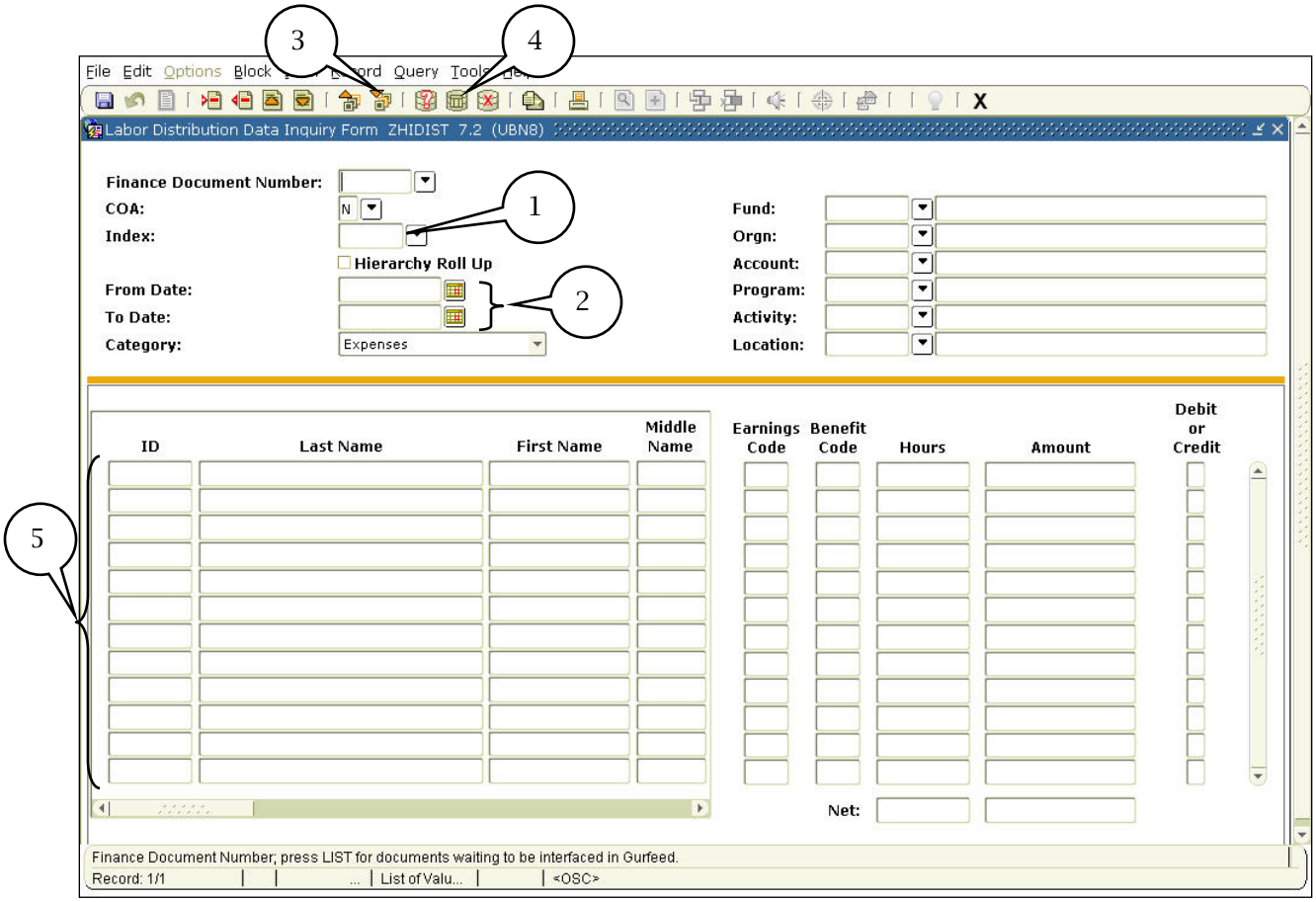
1. Select the type of faculty action you wish to review by clicking on the appropriate radio button.
2. You can narrow your search (display fewer records) by filling in other fields in the **Key Block** area.
3. Click on the **Next Block** button .
4. The **General Faculty Information** block contains the following information for each faculty member who matches your **Key Block** criteria:
   - **ID**
   - **Name**
   - **Organization**
   - **Position**
   - Date fields and other information will depend on **Action Type** selected in the **Key Block** area. Use the horizontal and vertical scroll bars to view all data.
5. The **Detail** icon opens the **Faculty Action Tracking, PEAFACT** form to display detailed information about the highlighted faculty member.

Payroll & Budget Information Forms

Labor Distribution Data Inquiry (ZHIDIST)

The **Labor Distribution Data Inquiry** form, **ZHIDIST**, provides query access to all payroll distribution data.

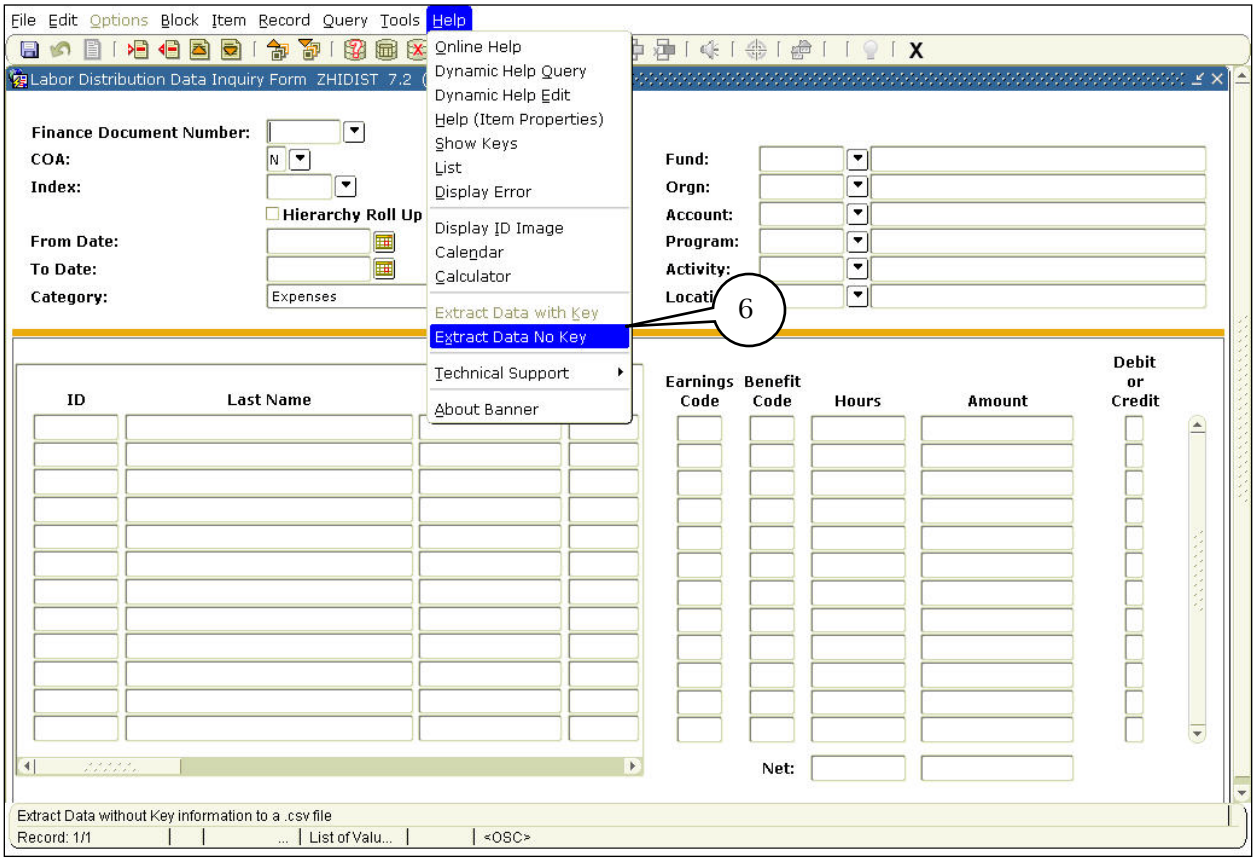
Access the **Labor Distribution Data Inquiry Form** form, **ZHIDIST**, either by double clicking on the form name on the **General Menu** or by typing **ZHIDIST** in the **Go To...** field.



1. Enter an **Index**.
2. Enter a **From Date:** and **To Date:** in the **Key Block** area.
3. Click on the **Next Block** button .
4. Click on the **Execute Query** button .
5. This form displays earnings and benefit data for each individual for the Chart of Accounts, index, date range, and category specified in the **Key Block** area.

You can enter additional search criteria in the first row of the information section of the form and execute a query to display only specific records.

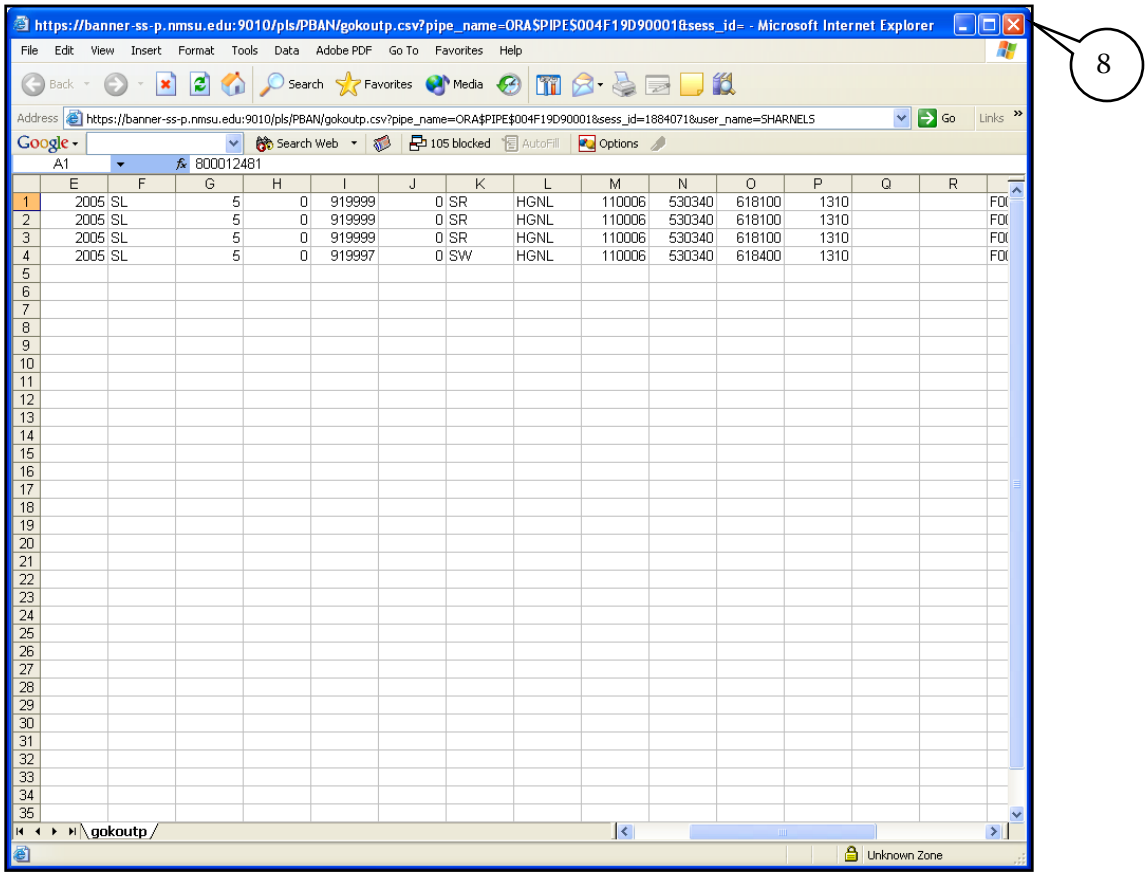
Information from the **Labor Distribution Data Inquiry** form can be downloaded to a spreadsheet for further analysis.



6. On the **Help** menu, select **Extract Data no Key**.

*If the **Extract Data No Key** does not open, hold down the Ctrl key while you click on Options, Extract Data No Key. This temporarily overrides your Browser settings and allows it to open.*

A browser window will open with your query results displayed in it.

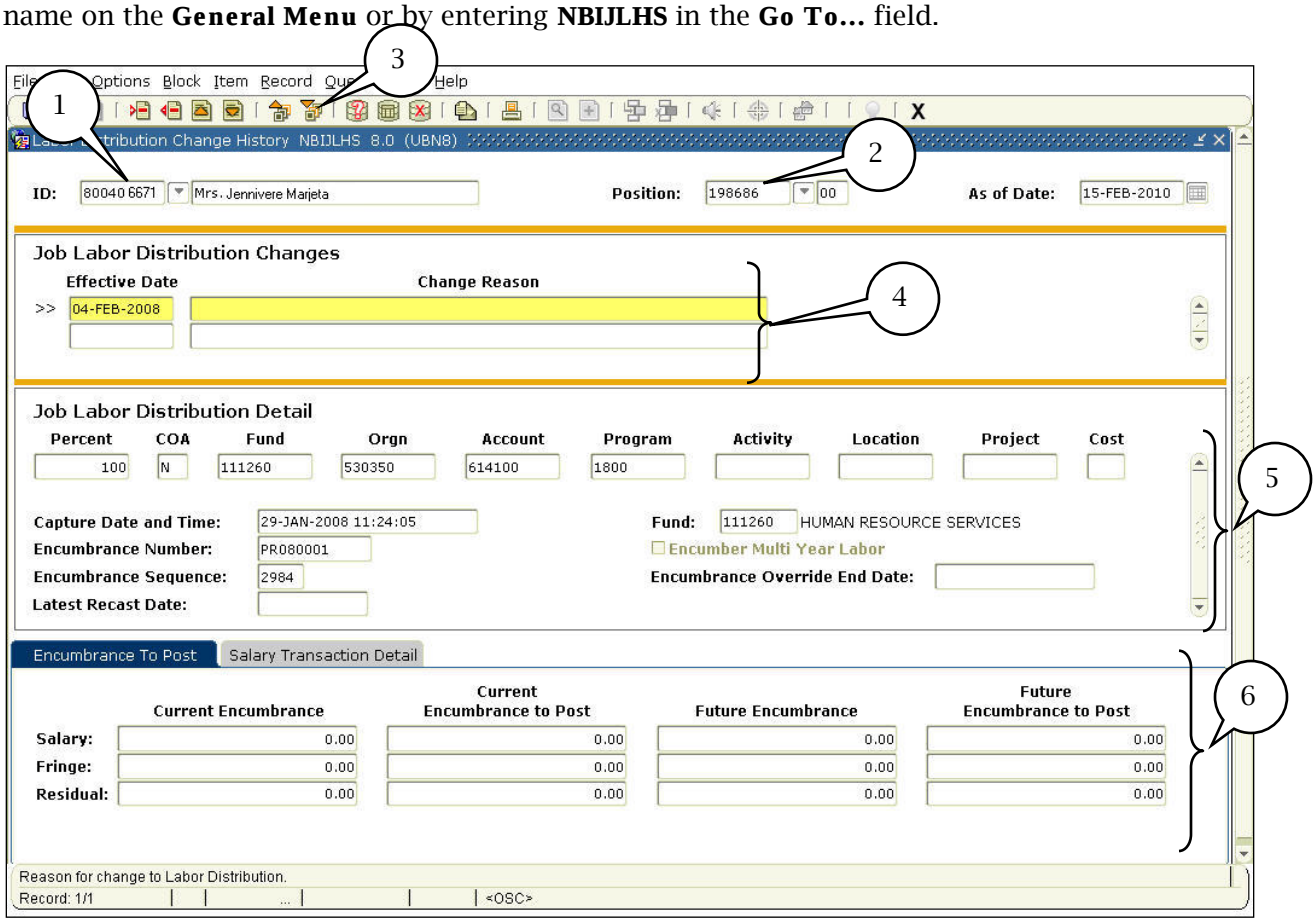

https://banner-ss-p.nmsu.edu:9010/pls/PBAN/gokoutp.csv?pipe_name=ORA$PIPE$004F19D90001&sess_id= - Microsoft Internet Explorer
File Edit View Insert Format Tools Data Adobe PDF Go To Favorites Help
Back Search Favorites Media
Address https://banner-ss-p.nmsu.edu:9010/pls/PBAN/gokoutp.csv?pipe_name=ORA$PIPE$004F19D90001&sess_id=1884071&user_name=SHARNELS
Go Links
Google Search Web 105 blocked AutoFill Options
A1 800012481
E F G H I J K L M N O P Q R
1 2005 SL 5 0 919999 0 SR HGNL 110006 530340 618100 1310 FO
2 2005 SL 5 0 919999 0 SR HGNL 110006 530340 618100 1310 FO
3 2005 SL 5 0 919999 0 SR HGNL 110006 530340 618100 1310 FO
4 2005 SL 5 0 919997 0 SW HGNL 110006 530340 618400 1310 FO
gokoutp
Unknown Zone
8

7. You can copy the spreadsheet and paste into any spreadsheet program that reads HTML (for example, **Excel**). You can then re-format the data as desired to produce a report.
8. Click on the spreadsheet browser's **Exit** button to close the spreadsheet window and return to the **Labor Distribution Data Inquiry** form.
9. Click on the **Exit** button on the **Navigation Toolbar** to return to the **General Menu**.

Labor Distribution Change History (NBIJLHS)

The **Labor Distribution Change History** form, **NBIJLHS**, displays the labor distribution history for a specified employee and assignment.

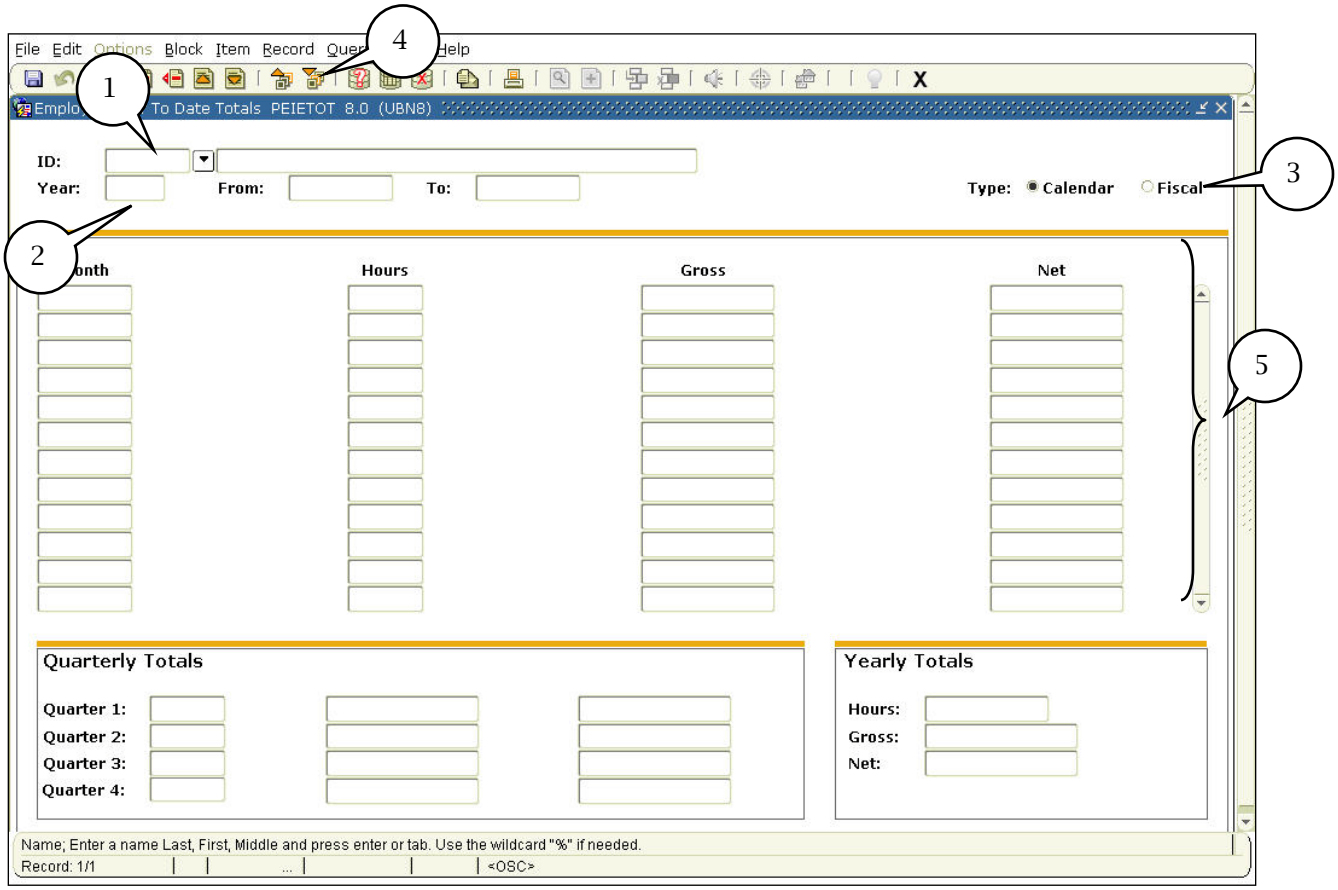
Access the **Labor Distribution Change History** form either by double clicking on the form name on the **General Menu** or by entering **NBIJLHS** in the **Go To...** field.



1. Enter the **ID** or perform a search for the employee whose information you wish to view.
2. Enter the **Position** number or perform a search for the position for this employee which you wish to view.
3. Click on the **Next Block** button .
4. The **Job Labor Distribution Change Information** block has the following information for each change for an individual:
   - **Effective Date**
   - **Change Reason**
5. The **Job Labor Distribution Detail Information** block has the following information for each change for an individual:
   - **Salary FOAPAL** information
   - **Fringe FOAPAL** information
6. The **Encumbrance To Post** & **Salary Transaction Detail** tabs are not currently used.

Employee Year To Date Totals (PEIETOT)

The **Employee Year To Date Totals** form, **PEIETOT**, provides monthly, quarterly, and year-to-date employee totals by designated fiscal/calendar year.

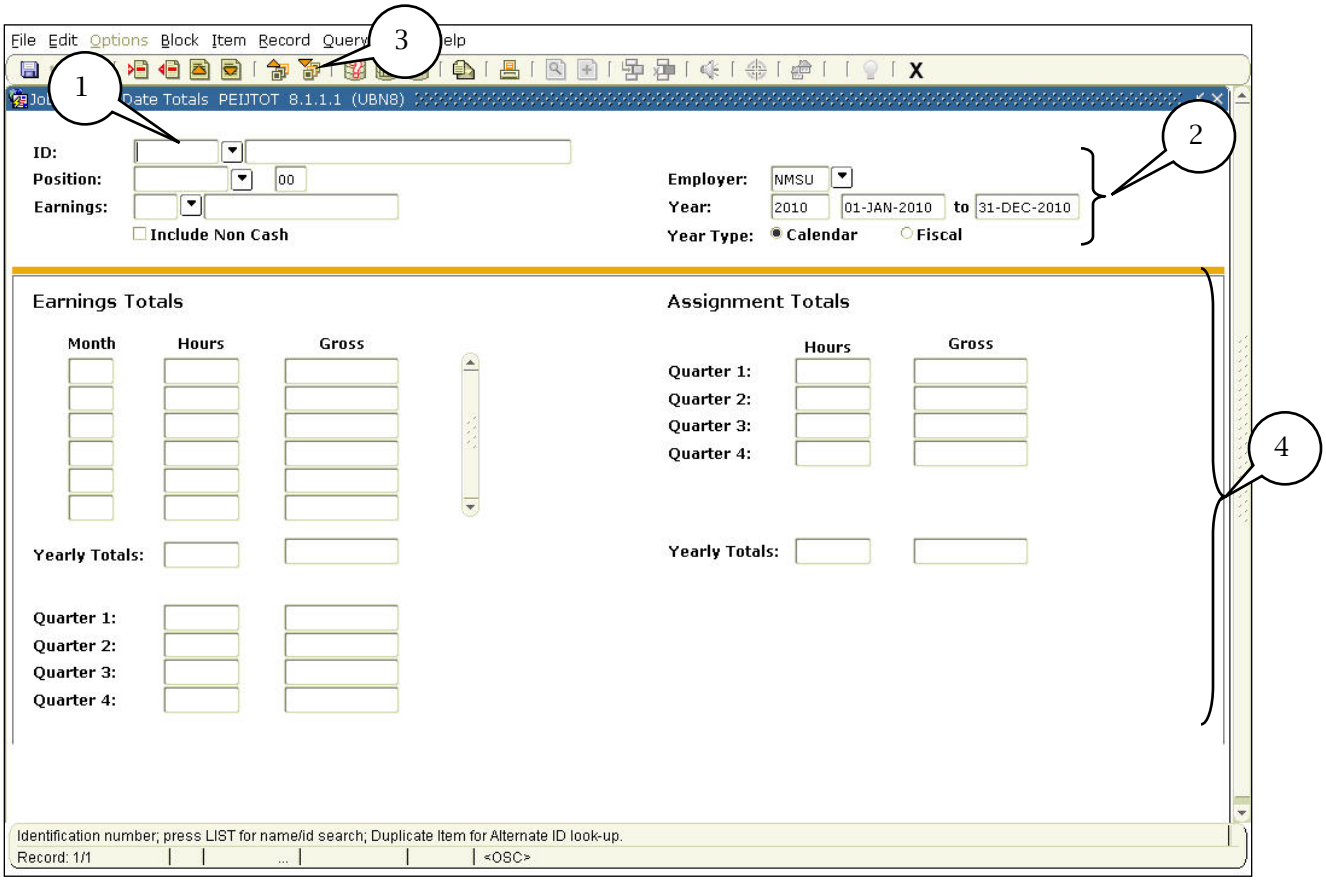


1. Enter the **ID** or perform a search for the person whose information you wish to view.
2. Enter a **Year**.
3. You may select **Calendar** or **Fiscal** year by clicking on the appropriate radio button.
4. Click on the **Next Block** button .
5. This form contains the following information for the employee for each month:
   - **Hours** worked
   - **Gross** amount
   - **Net** amount

Totals are based on the month payment is issued. Non-exempt paid on a pay period lag would post amounts paid in the month payment is received. For example, payment made on 2/15 would post to February even though the payment is for January work.

Job Year To Date Totals (PEIJTOT)

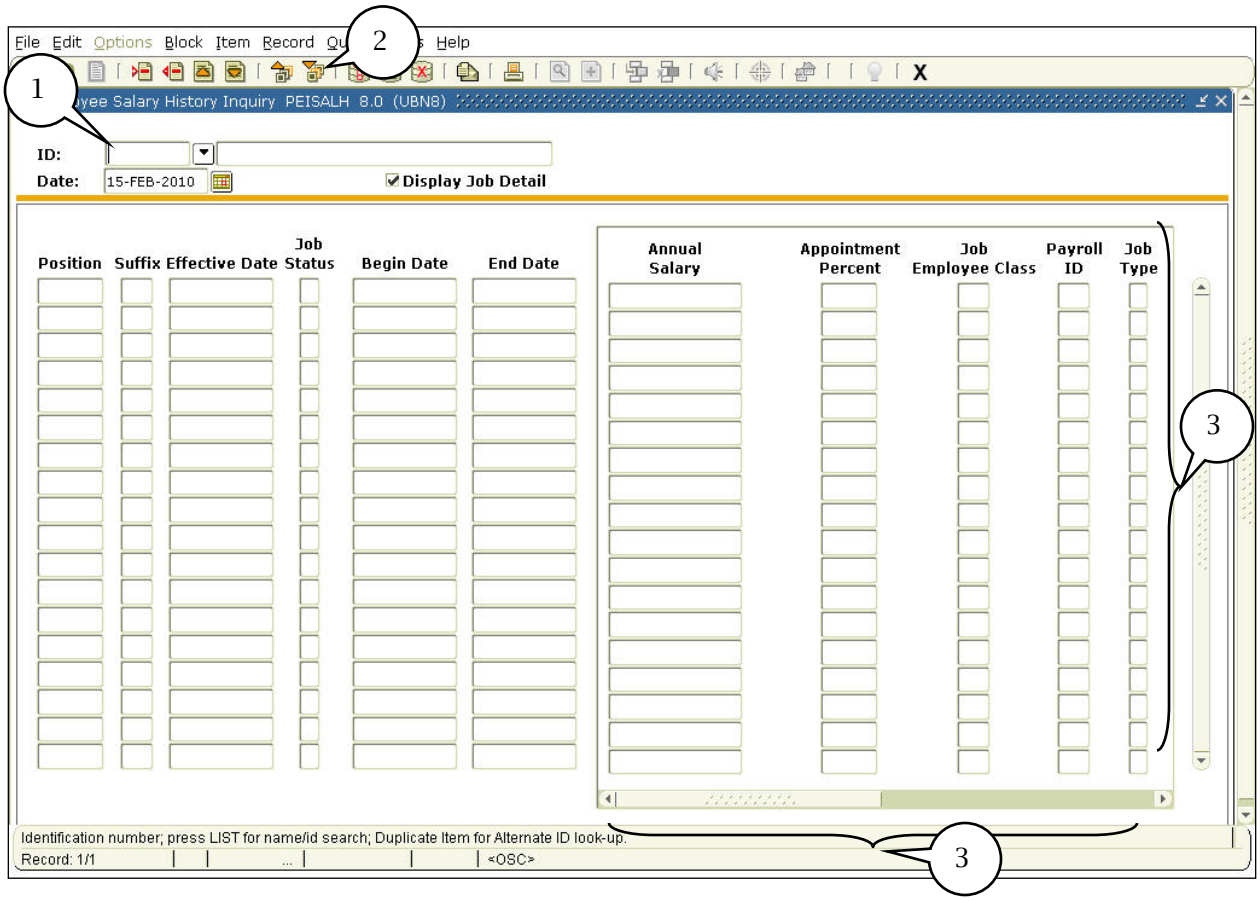
The **Job Year To Date Totals** form, **PEIJTOT**, provides monthly, quarterly, and year-to-date job totals by either fiscal or calendar year.



1. Enter the **ID** or perform a search for the person whose information you wish to view.
2. You can narrow your search (display fewer records) by filling in other fields in the **Key Block** area.
3. Click on the **Next Block** button .
4. This form contains the following information for the requested earnings code and all earnings in a specific assignment entered in the **Key Block** area:
    - **Hours**
    - **Gross amounts**
    - **Yearly totals**

Employee Salary History Inquiry (PEISALH)

The **Employee Salary History Inquiry** form, **PEISALH**, lists the primary, secondary, and overload positions occupied by a specified employee.

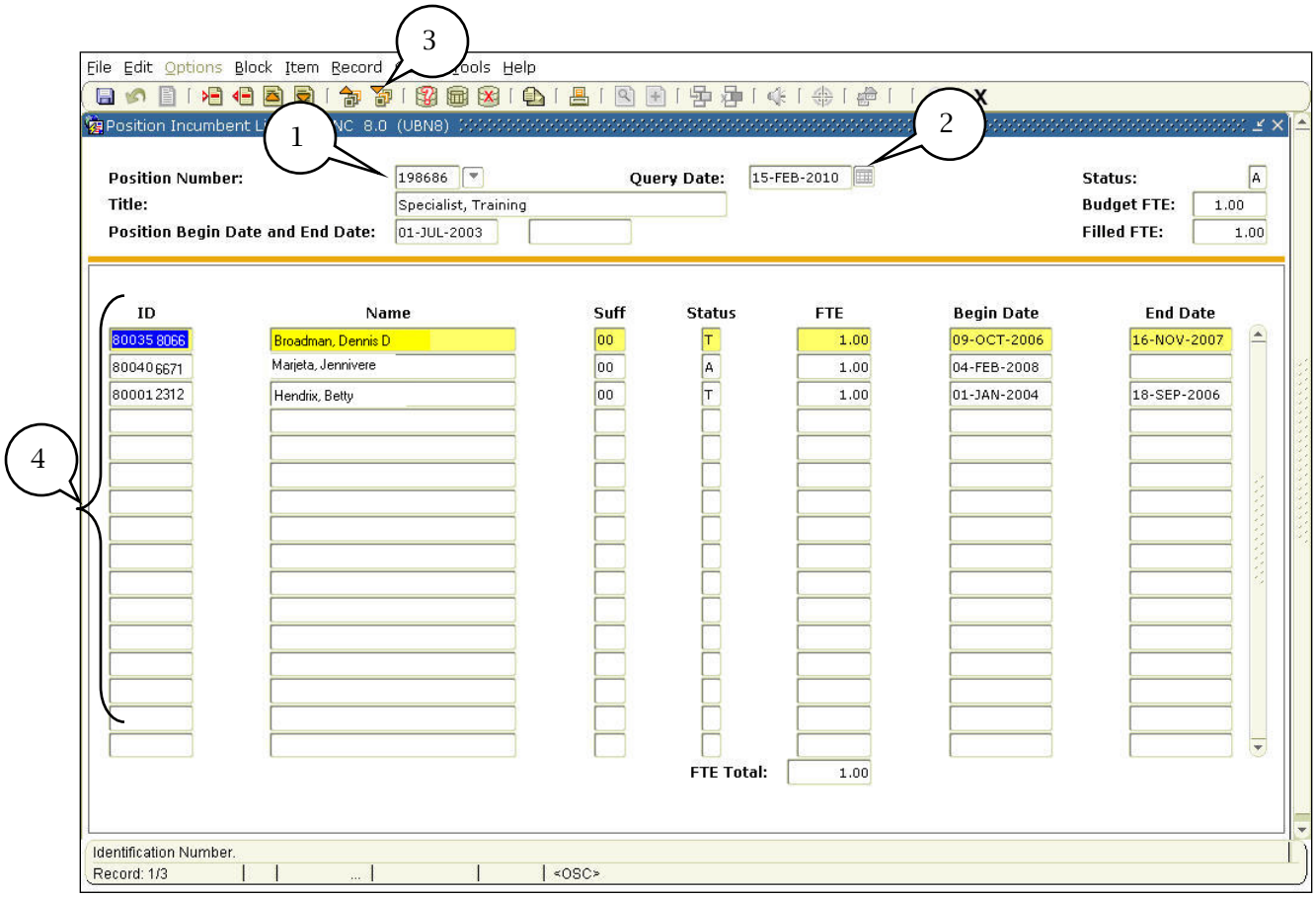


1. Enter the **ID** or perform a search for the person whose information you wish to view.
2. Click on the **Next Block** button .
3. Related job information from the **Employee Jobs** form, **NBAJOBS**, defaults here for each position. Use the vertical and horizontal scroll bars to display all data.

Human Resources System Additional Forms

Position Incumbent List (NBIPINC)

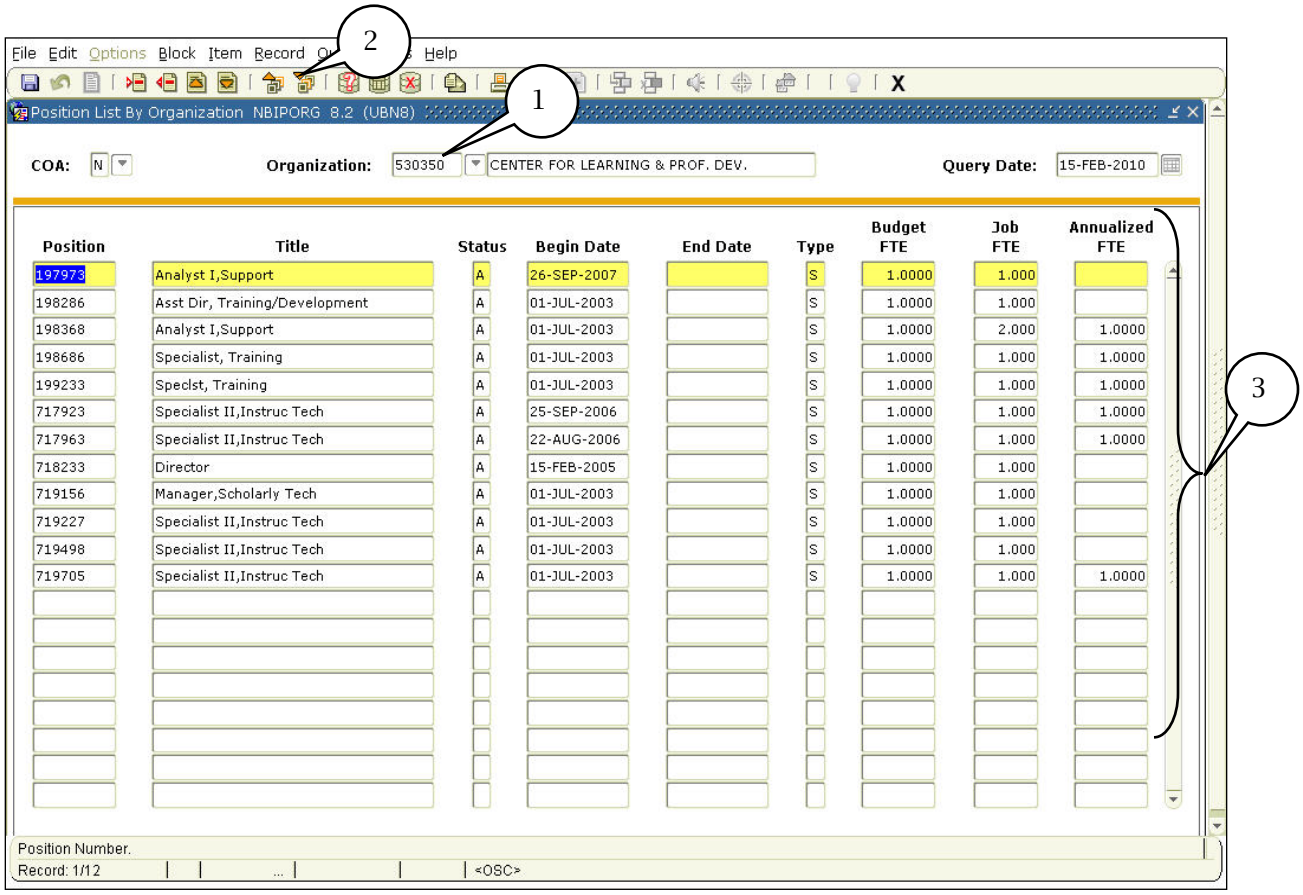
The **Position Incumbent List** form, **NBIPINC**, lists position incumbents by fiscal year as of a user-specified date. It provides data on past and present incumbents for the position, future incumbents by the effective job date, and total occupied FTEs for each position.


3
1
2
4
File Edit Options Block Item Record Tools Help
Position Incumbent L NC 8.0 (UBN8)
Position Number: 198686
Query Date: 15-FEB-2010
Status: A
Title: Specialist, Training
Budget FTE: 1.00
Position Begin Date and End Date: 01-JUL-2003
Filled FTE: 1.00
ID Name Suff Status FTE Begin Date End Date
80035 8066 Broadman, Dennis D 00 T 1.00 09-OCT-2006 16-NOV-2007
80040 6671 Marjeta, Jennivere 00 A 1.00 04-FEB-2008
80001 2312 Hendrix, Betty 00 T 1.00 01-JAN-2004 18-SEP-2006
FTE Total: 1.00
Identification Number.
Record: 1/3
<OSC>

1. Enter the **Position Number** or search for the position for which you wish to view information.
2. Use the current date in the **Query Date** field to get full history.
3. Click on the **Next Block** button .
4. This form contains the following information for each incumbent:
   - **ID**
   - **Name**
   - **Status**
   - Job **Begin/End Dates**

Position List By Organization (NBIPORG)

The **Position List By Organization** form, **NBIPORG**, provides a list of positions defined for a specified organization. Positions appear in sequence according to defined **Position Number**.

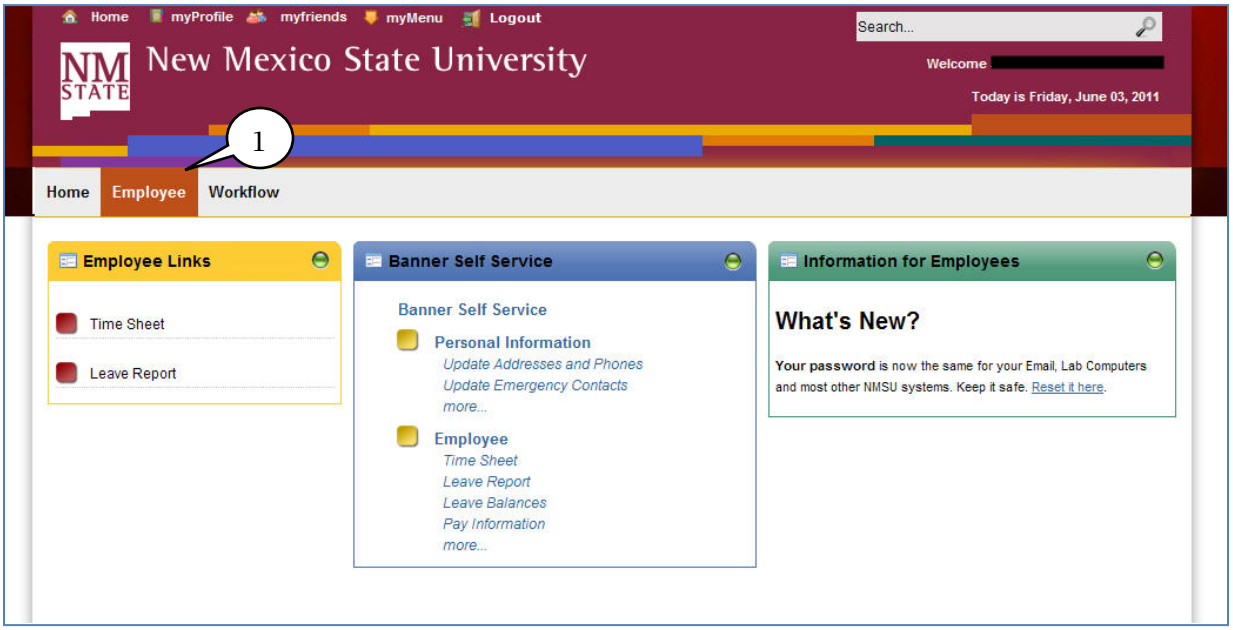

2
1
3
File Edit Options Block Item Record Help
Position List By Organization NBIPORG 8.2 (UBN8)
COA: N
Organization: 530350 CENTER FOR LEARNING & PROF. DEV.
Query Date: 15-FEB-2010
Position | Title | Status | Begin Date | End Date | Type | Budget FTE | Job FTE | Annualized FTE
197973 | Analyst I,Support | A | 26-SEP-2007 | | S | 1.0000 | 1.000 |
198286 | Asst Dir, Training/Development | A | 01-JUL-2003 | | S | 1.0000 | 1.000 |
198368 | Analyst I,Support | A | 01-JUL-2003 | | S | 1.0000 | 2.000 | 1.0000
198686 | Specialist, Training | A | 01-JUL-2003 | | S | 1.0000 | 1.000 | 1.0000
199233 | Speclst, Training | A | 01-JUL-2003 | | S | 1.0000 | 1.000 | 1.0000
717923 | Specialist II,Instruc Tech | A | 25-SEP-2006 | | S | 1.0000 | 1.000 | 1.0000
717963 | Specialist II,Instruc Tech | A | 22-AUG-2006 | | S | 1.0000 | 1.000 | 1.0000
718233 | Director | A | 15-FEB-2005 | | S | 1.0000 | 1.000 |
719156 | Manager,Scholarly Tech | A | 01-JUL-2003 | | S | 1.0000 | 1.000 |
719227 | Specialist II,Instruc Tech | A | 01-JUL-2003 | | S | 1.0000 | 1.000 |
719498 | Specialist II,Instruc Tech | A | 01-JUL-2003 | | S | 1.0000 | 1.000 |
719705 | Specialist II,Instruc Tech | A | 01-JUL-2003 | | S | 1.0000 | 1.000 | 1.0000
Position Number.
Record: 1/12
<OSC>

1. Enter the Organization Number in the **Organization:** field or search for the organization whose list you wish to view.
2. Click on the **Next Block** button .
3. This form contains the following information for each position within an organization:
   - **Position** number
   - **Title**
   - **Status**
   - **Begin/End Dates**
   - **FTE** totals

Banner HR Self-Service

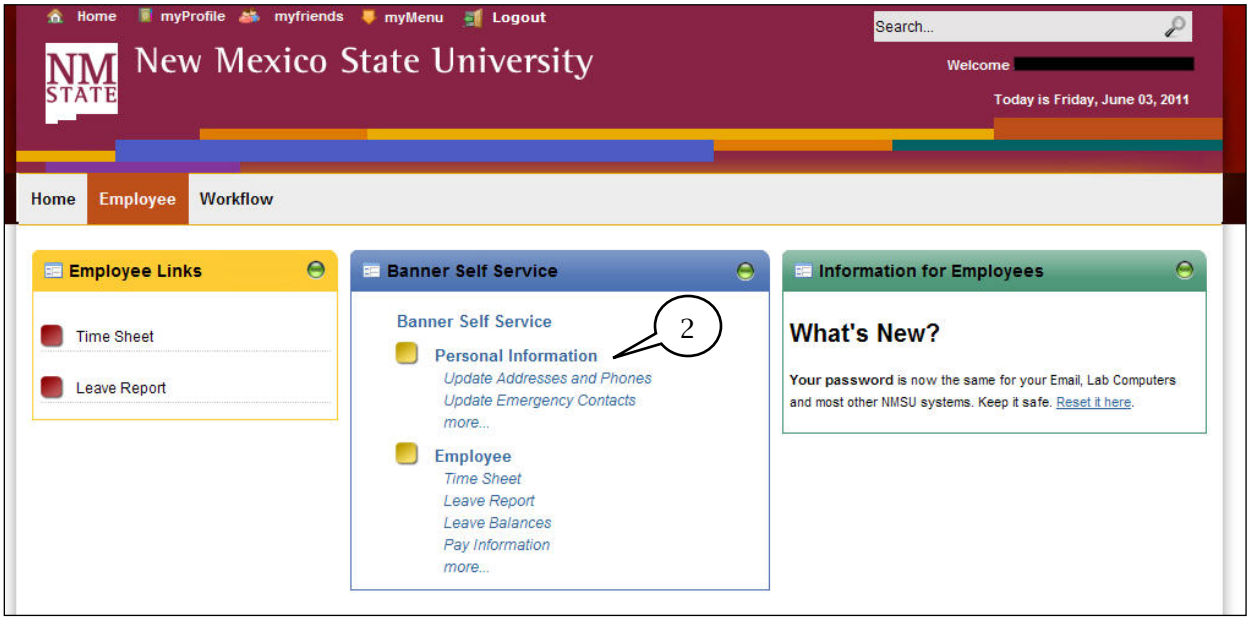
Personal information, such as addresses and phone numbers, emergency contacts, and marital status, can be changed using Banner HR Self-Service.

Self-Service is accessed through MyNMSU.



1. Once logged into MyNMSU, click on the **Employee** link.

Employee Link

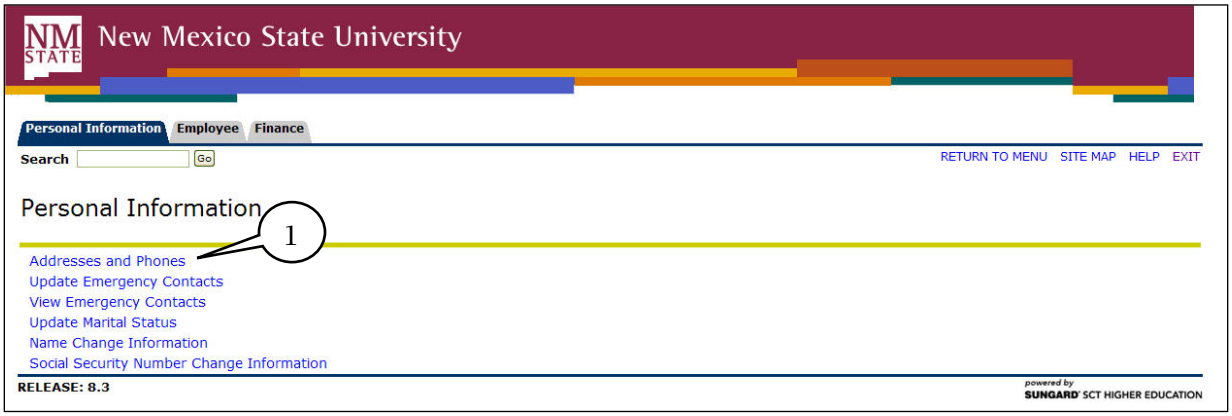


The **Employee** tab contains links for entering your **time** and **leave** and **checking leave balances**. For additional information regarding Time & Leave, refer to the **Time & Leave Manual** on http://hr.nmsu.edu/clpd/busprocdocs.html.

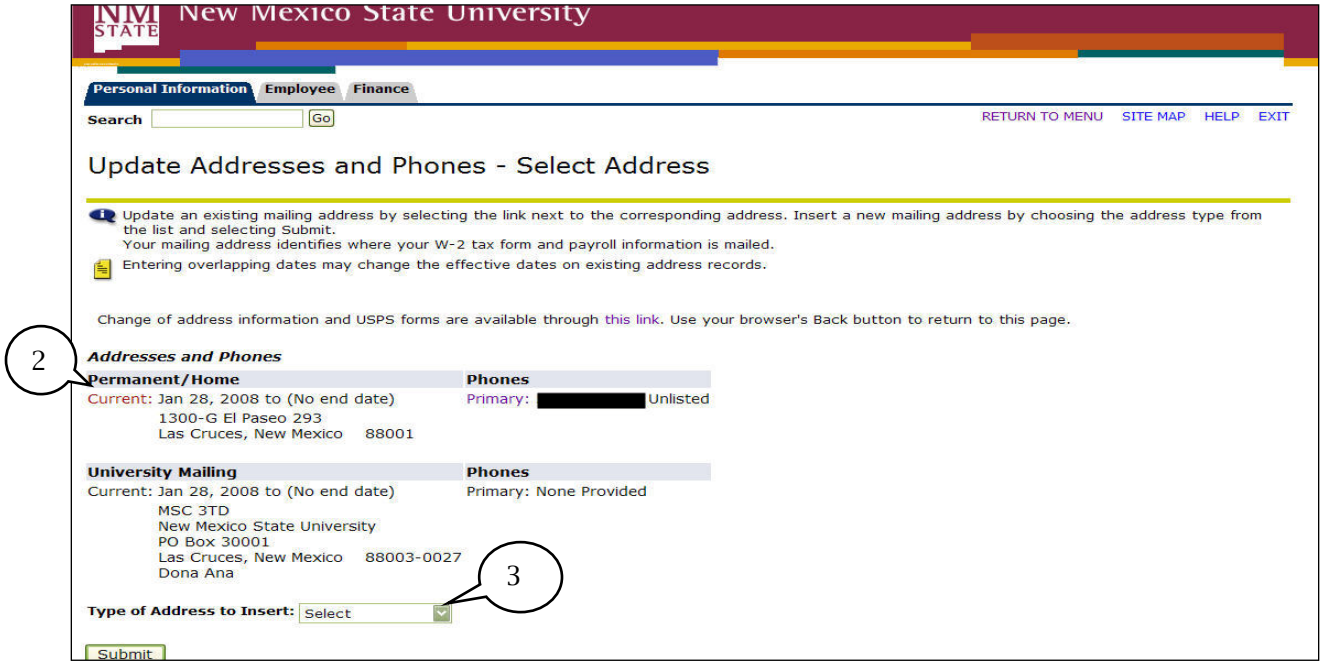
Additional options on the **Employee** menu include the ability to view your current **Benefits and Deductions** and **Pay Information** (direct deposit allocations, earnings history and pay stubs). Copies of W4's and W2's can be obtained under the **Tax Forms** folder.

2. Click on **Personal Information** to see all options (this will open a new window).

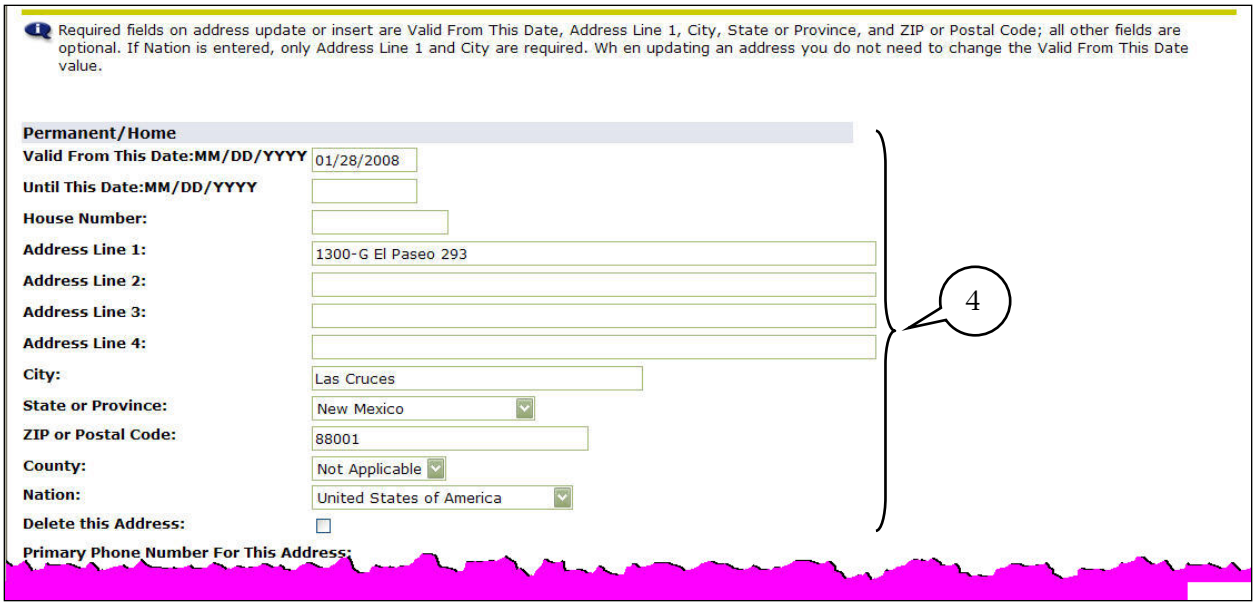
Update Addresses and Phone Numbers



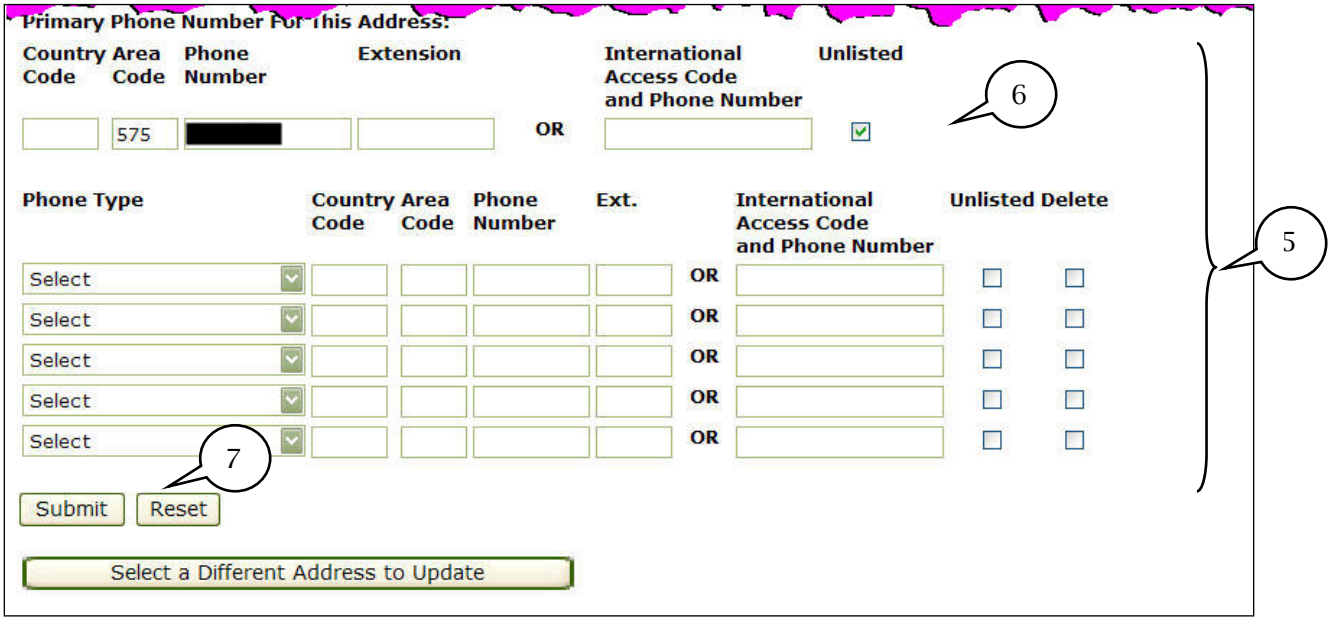
1. Click on **Addresses and Phones** on the Personal Information menu.


New Mexico State University
Personal Information
Employee
Finance
Search
Go
RETURN TO MENU
SITE MAP
HELP
EXIT
Update Addresses and Phones - Select Address
Update an existing mailing address by selecting the link next to the corresponding address. Insert a new mailing address by choosing the address type from the list and selecting Submit.
Your mailing address identifies where your W-2 tax form and payroll information is mailed.
Entering overlapping dates may change the effective dates on existing address records.
Change of address information and USPS forms are available through this link. Use your browser's Back button to return to this page.
2
Addresses and Phones
Permanent/Home
Phones
Current: Jan 28, 2008 to (No end date)
Primary: [redacted] Unlisted
1300-G El Paseo 293
Las Cruces, New Mexico 88001
University Mailing
Phones
Current: Jan 28, 2008 to (No end date)
Primary: None Provided
MSC 3TD
New Mexico State University
PO Box 30001
Las Cruces, New Mexico 88003-0027
Dona Ana
3
Type of Address to Insert:
Select
Submit

2. Select an address to update or
3. Insert a new address

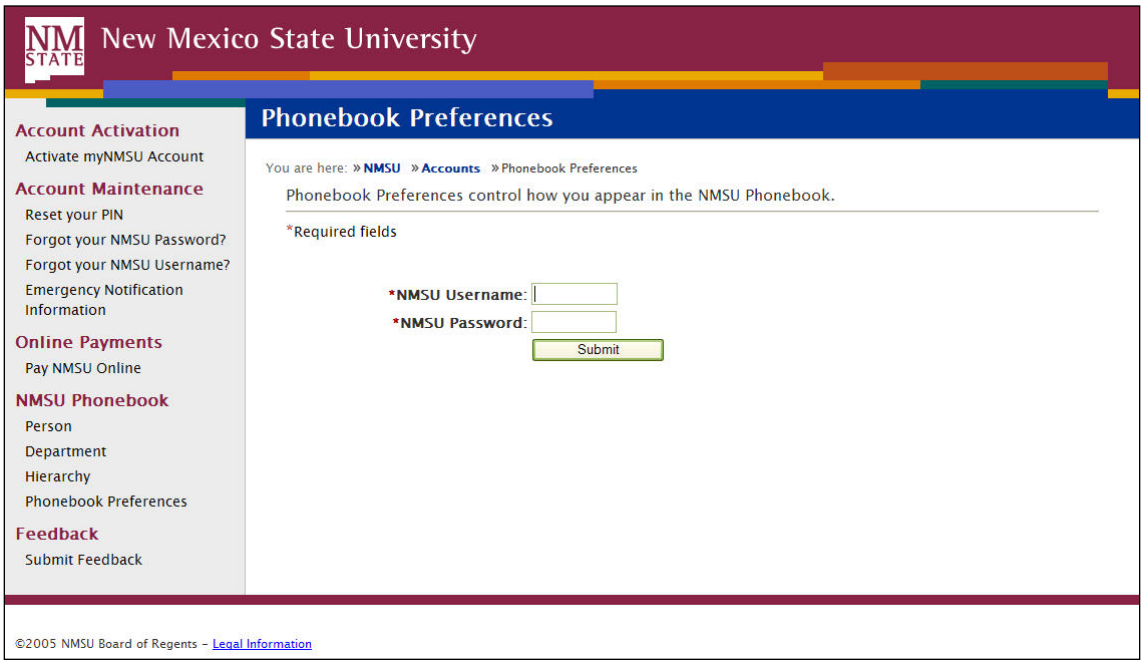

Required fields on address update or insert are Valid From This Date, Address Line 1, City, State or Province, and ZIP or Postal Code; all other fields are optional. If Nation is entered, only Address Line 1 and City are required. Wh en updating an address you do not need to change the Valid From This Date value.
Permanent/Home
Valid From This Date:MM/DD/YYYY 01/28/2008
Until This Date:MM/DD/YYYY
House Number:
Address Line 1: 1300-G El Paseo 293
Address Line 2:
Address Line 3:
Address Line 4:
City: Las Cruces
State or Province: New Mexico
ZIP or Postal Code: 88001
County: Not Applicable
Nation: United States of America
Delete this Address:
Primary Phone Number For This Address:
4

4. Update/enter the appropriate information in the address section



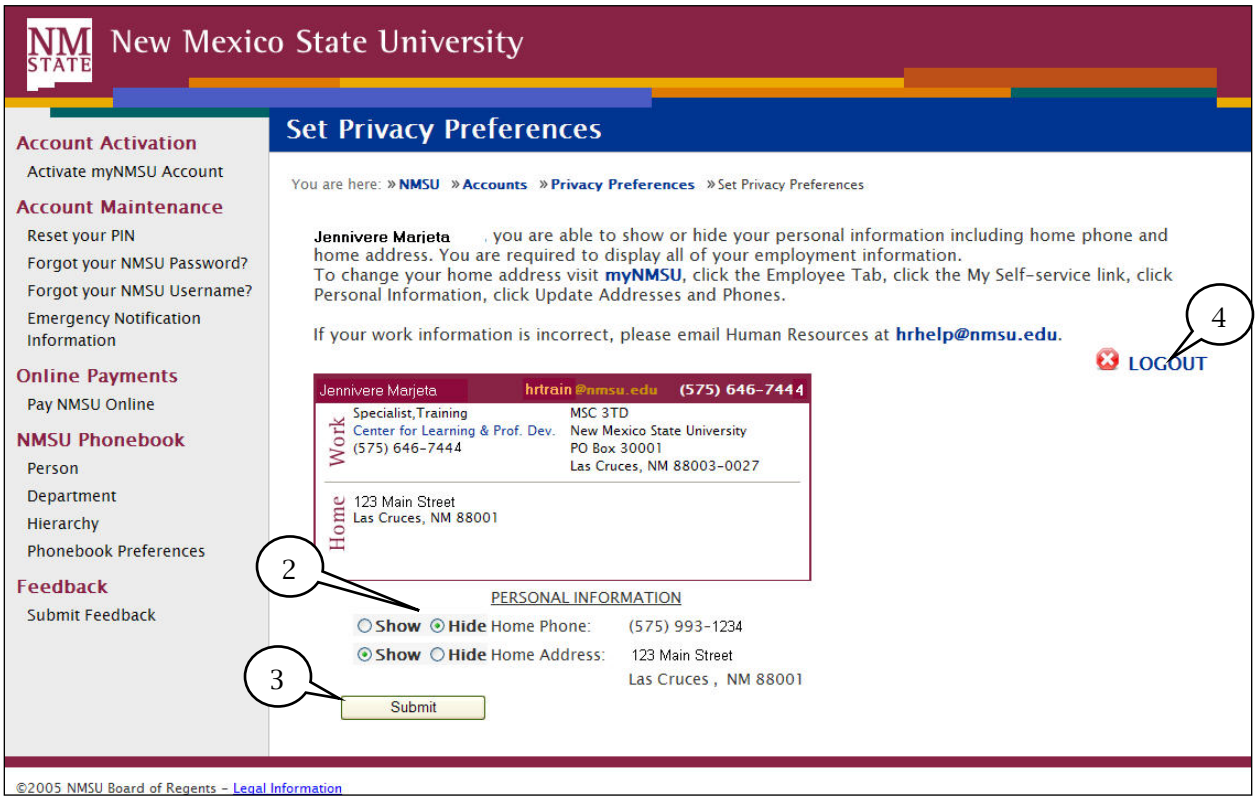
5. Update/enter your phone numbers at the bottom of the page.
6. Check the **unlisted** box if you do not want your home phone number listed in the NMSU phonebook. You will also need to unlist your home phone number and address with ICT (see below).
7. Click **Submit.**

Setting ICT Privacy Preferences



https://accounts.nmsu.edu/accounts/privacy/index.php

1. Log in to https://accounts.nmsu.edu/accounts/privacy/index.php using your NMSU username and password.

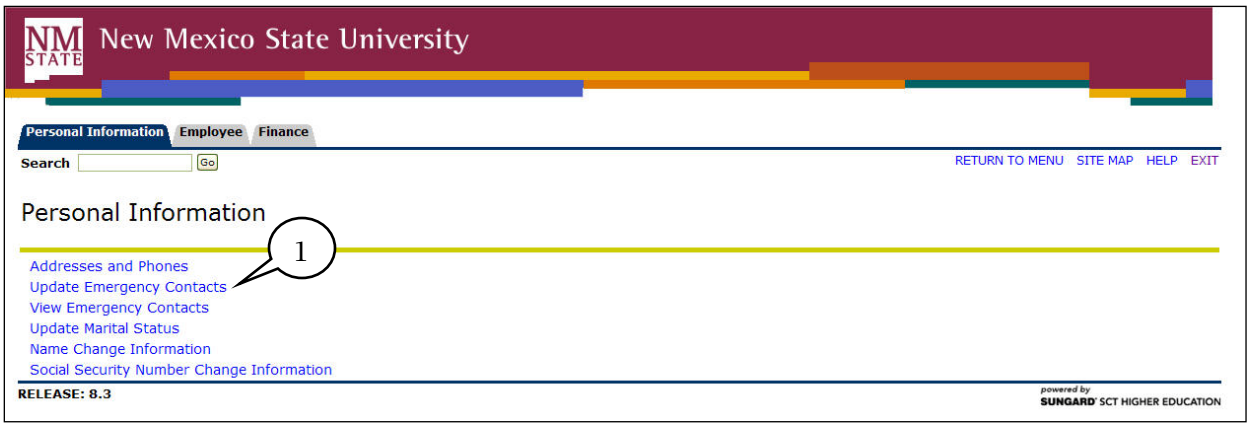

New Mexico State University
Set Privacy Preferences
Account Activation
Activate myNMSU Account
Account Maintenance
Reset your PIN
Forgot your NMSU Password?
Forgot your NMSU Username?
Emergency Notification Information
Online Payments
Pay NMSU Online
NMSU Phonebook
Person
Department
Hierarchy
Phonebook Preferences
Feedback
Submit Feedback
You are here: » NMSU » Accounts » Privacy Preferences » Set Privacy Preferences
Jennivere Marjeta , you are able to show or hide your personal information including home phone and home address. You are required to display all of your employment information.
To change your home address visit myNMSU, click the Employee Tab, click the My Self-service link, click Personal Information, click Update Addresses and Phones.
If your work information is incorrect, please email Human Resources at hrhelp@nmsu.edu.
LOGOUT
4
Jennivere Marjeta
hrtrain @nmsu.edu
(575) 646-7444
Work
Specialist,Training
Center for Learning & Prof. Dev.
(575) 646-7444
MSC 3TD
New Mexico State University
PO Box 30001
Las Cruces, NM 88003-0027
Home
123 Main Street
Las Cruces, NM 88001
2
PERSONAL INFORMATION
Show Hide Home Phone: (575) 993-1234
Show Hide Home Address: 123 Main Street
Las Cruces , NM 88001
3
Submit
©2005 NMSU Board of Regents - Legal Information

2. Select the **Hide** radio buttons to hide personal information.
3. Click the **Submit** button. The message box below will appear above the Submit button.

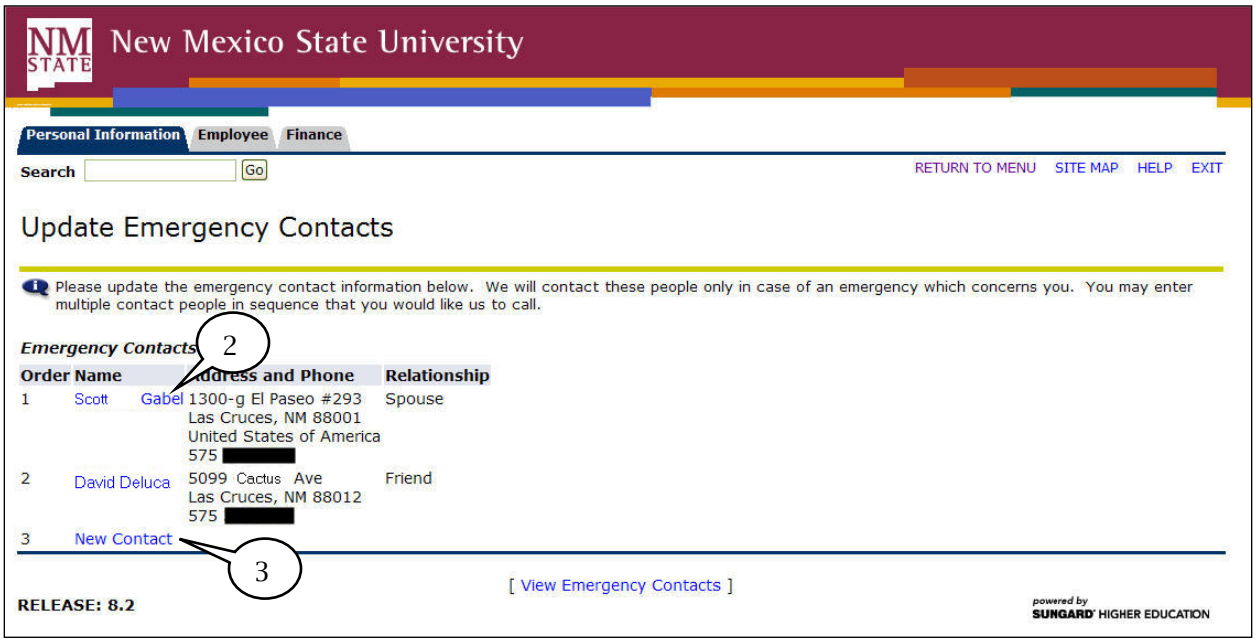
Update successful!
PLEASE NOTE: Changes will not be reflected immediately, phonebook data is refreshed daily by 7am.

4. Click the **Logout** button.

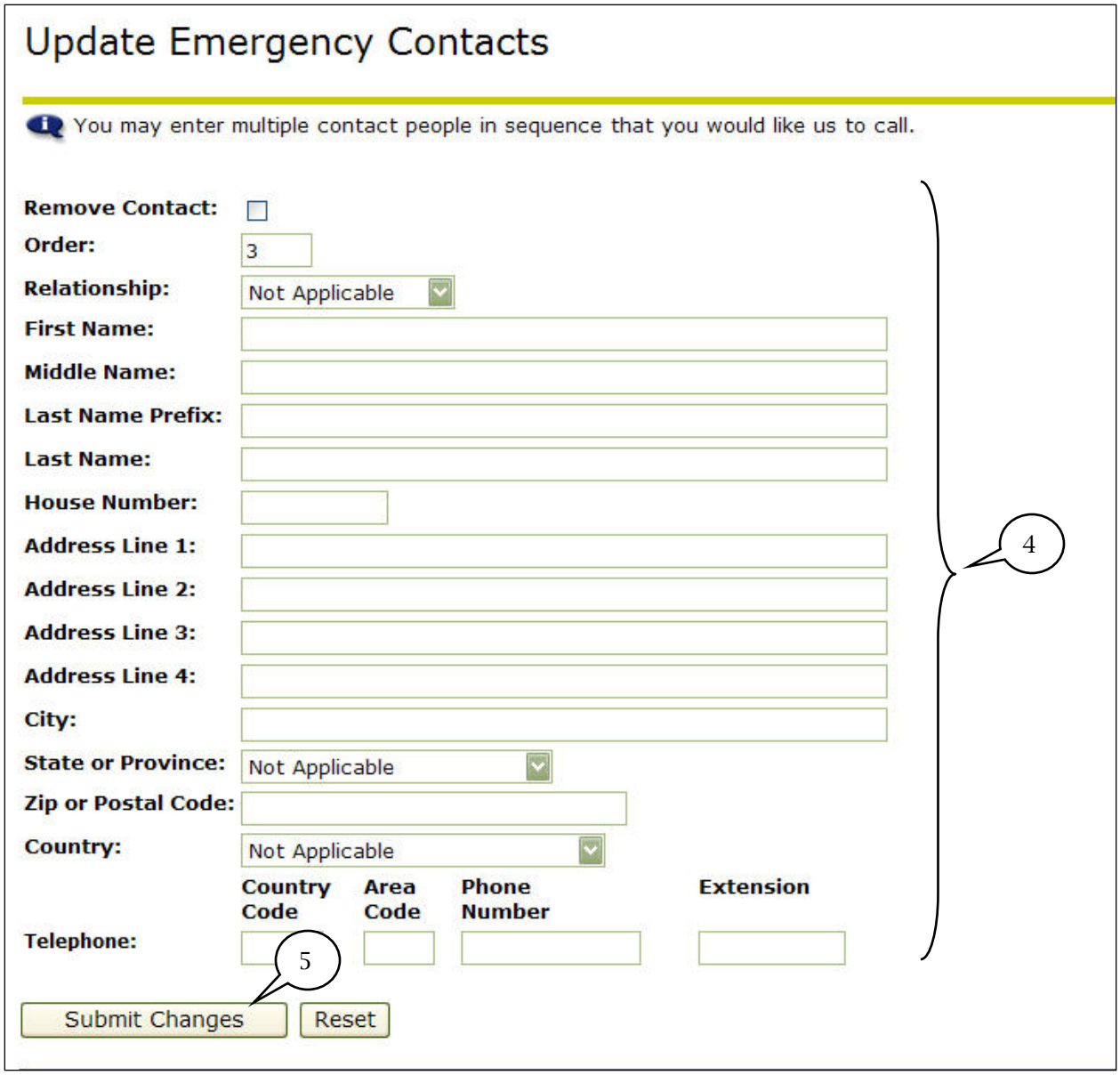
Update Emergency Contacts



1. Click on **Update Emergency Contacts** on the Personal Information menu.

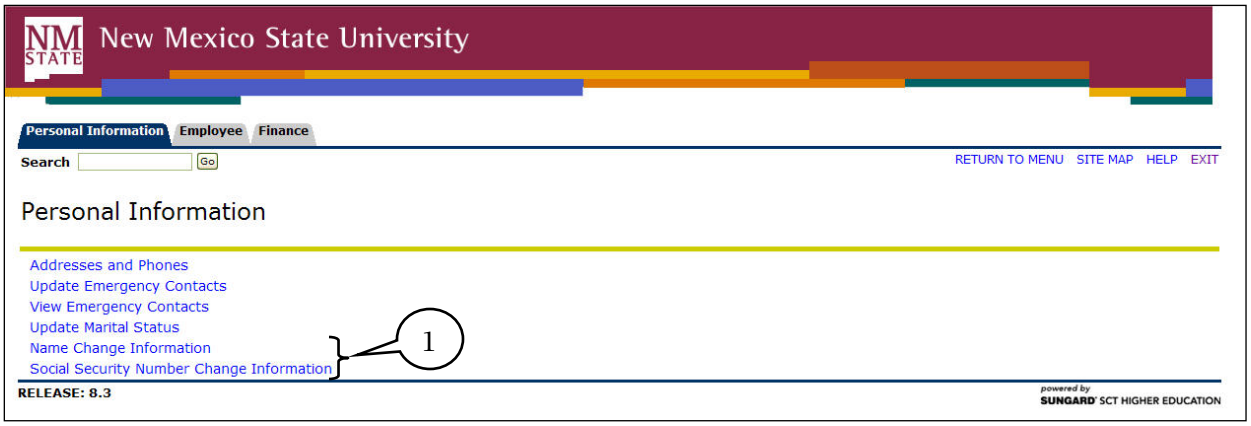

New Mexico State University
Personal Information
Employee
Finance
Search
Go
RETURN TO MENU
SITE MAP
HELP
EXIT
Update Emergency Contacts
Please update the emergency contact information below. We will contact these people only in case of an emergency which concerns you. You may enter multiple contact people in sequence that you would like us to call.
Emergency Contacts
2
Order Name
Address and Phone
Relationship
1 Scott Gabel 1300-g El Paseo #293 Las Cruces, NM 88001 United States of America 575 [redacted] Spouse
2 David Deluca 5099 Cactus Ave Las Cruces, NM 88012 575 [redacted] Friend
3 New Contact
3
[View Emergency Contacts]
RELEASE: 8.2
powered by
SUNGARD HIGHER EDUCATION

2. Update a contact's information by clicking on their name or
3. Select New Contact to add another contact.



4. Complete the contact information page
5. Click Submit Changes

Additional Information



1. The **Personal Information** tab contains information on how to officially **change your name** and/or **social security number** with NMSU and the Federal Government.

Help

If you need HELP with Banner HR, Web-Time and Leave Entry, or Self Service:

- **Call the ICT HelpDesk at 646-HELP (4357)**
- **E-mail help_admin@nmsu.edu**
- **For online help, documentation and interactive online training demos, go to:**

  http://hr.nmsu.edu/clpd/busprocdocs.html

Glossary

The following information describes standard terms used within the Banner System.

Alert Box
A type of dialog box that pops up to notify you of a condition that may affect how you can enter information or the kind of information you can enter. It requires you to acknowledge the message before you can continue.

Application form
Form used to enter, update, or query information. (An application form will have the letter “A” in the third position of the form name.)

Block
An information area on a form separated by a solid line.

Calling form
Form from which you accessed another form.

Cancel
Exits you from an Option List, List of Values, Editor window, or Dynamic Help.

Clear form
Clears all information and returns you to the first enterable field in the key information area.

Commit
Saves all changes entered since the last time you saved.

Count Hits
In query mode, counts the number of records that meet the search criteria and displays that number in the Auto Help Line.

Count Query Hits
In query mode, counts the number of records that meet the search criteria and displays that number in the Auto Help Line. To retrieved records, select the Execute Query Function.

Dialog Box
A box containing information. Requires you to respond to it before you can continue.

Down
Use the key. Moves the cursor to the first enterable field in the next record, moves you lower on a List of Values, and moves you lower in a pull-down list.

Drop-down List
Shows three or more values for a field. Any field with a down arrow icon contains a drop-down list.

Edit

Displays a window you can use to add, change, or delete text; especially useful in entering and updating Dynamic Help.

Enter Query

Puts the form into query mode and lets you enter search criteria to see what information is already in the database. ENTER QUERY appears in the Status Line.

Execute Query

In query mode, searches the database and displays data that matched the search criteria.

Exit

From forms and windows, exits you from the form or window. From menus, exits you from the Banner system. From query mode, cancels the query and takes the form out of query mode.

Exit with Value

From a called form, returns you to the calling form and enters the highlighted value into the field that called the form. From a List of Values (LOV), returns you to the calling form and enters the highlighted value into the field that called the form.

Exit without Value

From forms and windows, exits you from the form or window. From menus, exits you from the Banner system. From query mode, cancels the query and takes the form out of query mode.

Field

Area in a form where you can enter query, change information, or where existing information is displayed. Banner describes fields as: enabled, disabled, enterable, or display only.

Form

Screen allowing the display/update of information.

Help

Displays the Oracle help window for the current field.

Inquiry Form

Form used to look up existing information on the database. Allows you to view but not update (An inquiry form will have the letter "I" in the third position of the form name.)

List of Values (LOV)

Window containing valid items available for entry into a field. Displays a list of values for the current field if appears in the status line.

Menu

A list of options you can access with the mouse or keyboard.

More

The **More** indicator appears in the lower right corner of each window of a series of related forms (even the last form). It tells you that there are additional forms that can be accessed to complete a process.

Next Block
To move the cursor to the next information area (block) that has at least one enterable field.

Next Field
The next enterable field in the current information area.

Next Item
The next enterable field in the current information area.

Next Primary Key
From a called form, returns you to the calling form and enters the highlighted value into the field that called the form. From a List of Values (LOV), returns you to the calling form and enters the highlighted value into the field that called the form.

Next Record
To move the cursor to the first enterable field in the next record of the current information area. If the cursor is in the last record, a new record is created.

Object
An object can be a form, job, menu or QuickFlow used in Banner.

Option List
Dialog box displaying two or more items to choose from.

Pop-Up Window
Dialog box, alert box, or list of values that appear in a separate window.

Previous Block
The previous information area that has at least one enterable field. If the previous area is another window, then that window is opened.

Previous Field
To move the cursor to the previous enterable field in the current information area.

Previous Item
To move the cursor to the previous enterable field in the current information area.

Previous Record
To move the cursor to the first enterable field in the previous record.

Query Form
Form used to look up existing information on the database. (A query form has the letter "Q" in the third position of the form name.)

Quick Flow
A set of forms that are linked together in order to help you complete a process within Banner. When you use Quick Flow, it opens the first form in the set and the next form is automatically opened until the process is complete.

Record
All information displayed in the window for an item.

Rollback
From an application or inquiry form, clears all information and returns you to the key block area. Rollback is a standard button and appears on forms. From validation forms, rollback will return you to the first enterable field on the calling form.

Save
To permanently record changes to the database.

Scroll Down
The process of moving down repeating records or lists of information that cannot all be displayed in one window.

Select
Choose an item by highlighting it or clicking it with mouse.

Show Keys
Display the list of keyboard options.

Up
Use the key. To move the cursor the first enterable field in the previous record moves you upward on a List of Values or drop-down list.

Validation Form
Form used to define the values that can be entered in specified fields on application forms. (A validation form will have the letter “V” in the third position of the form name.

Window
An information area being displayed.

Appendix A: Form Name Structure

Position 1 identifies the primary system owning the form, report, job, or table.					
A	Alumni/Development	**L**	Occupational Tax/License	**U**	Utilities
B	Property Tax	**N**	Position Control	**V**	Voice Response
C	Courts	**O**	Customer Contact	**X**	Records Indexing
D	Cash Drawer	**P**	HR/Payroll/Personnel	**W**	Reserved for client
F	Finance	**Q**	Electronic Work Queue	**Y**	applications that
G	General	**R**	Financial Aid	**Z**	co-exist with Banner2000
I	Information Access	**S**	Student		
K	Work Management	**T**	Accounts Receivable		

Position 2 identifies the module owning the form, report, job, or table.					
General (G)		**Student (S)**		**Finance (F)**	
E	Event Management	**A**	Admissions	**A**	Accounts Payable
J	Job Submission	**C**	Catalog	**B**	Budget Development
L	Letter Generation	**E**	Support Services	**C**	Cost Accounting
O	Overall	**F**	Registration/Fee Assessment	**E**	Electronic Data Interchange
P	Purge	**G**	General Student	**F**	Fixed Assets
S	Security	**H**	Grades/Academic History	**G**	General Ledger
T	Validation form/table	**I**	Faculty Load	**I**	Investment Management
U	Utility	**K**	Reserved for SCT Intl.-UK	**O**	Operations
X	Cross product	**L**	Location Management	**P**	Purchasing/Procurement
Accounts Receivable (T)		**M**	CAPP	**R**	Research Accounting
F	Finance Accounts Receivable	**O**	Overall	**S**	Stores Inventory
G	General Accounts Receivable	**P**	Person	**T**	Validation form/table
O	Overall	**R**	Recruiting	**U**	Utility
S	Student Accounts Receivable	**S**	Schedule	**X**	Archive/Purge
T	Validation form/table	**T**	Validation form/table	**Alumni/Development (A)**	
U	Utility	**U**	Utility	**A**	Membership
Financial Aid (R)		**HR/Payroll/Personnel (P) Position Control (N)**		**D**	Designation
B	Budgeting	**A**	Application	**E**	Event Management
C	Record Creation	**B**	Budget	**F**	Campaign
E	Electronic Data Exchange	**C**	COBRA	**G**	Pledge and Gift/
F	Funds Management	**D**	Benefit/Deductions		Pledge Payment
H	History and Transcripts	**E**	Employee	**M**	Prospect Management
J	Student Employment	**H**	Time Reporting/History	**O**	Organization
L	Logging	**O**	Overall	**P**	Constituent/Person
N	Need Analysis	**P**	General Person	**S**	Solicitor Organization
O	Common Functions	**R**	Electronic Approvals	**T**	Validation form/table
P	Packaging & Disbursements	**S**	Security	**U**	Utility
R	Requirements Tracking	**T**	Validation/rule table	**X**	Expected Matching Gift
S	Student System Shared Data	**U**	Utility	**Information Access (I)**	
T	Validation form/table	**X**	Tax Administration	**S**	Student
U	Utility			**R**	Financial Aid
All Products					
W Y Z	Reserved for client forms or modules used within a Banner2000 application (character in position 1 does not equal W, Y, or Z)				

Position 3 identifies the type of form, report, job, or table.

General (G)		Student (S)		Finance (F)	
A	Application form	**A**	Application form	**A**	Application form
B	Base table	**B**	Base table	**B**	Base table
	Batch COBOL process	**I**	Inquiry form	**I**	Inquiry form
I	Inquiry form	**P**	Process	**M**	Maintenance form
O	Online COBOL process	**Q**	Query form	**Q**	Query form
Q	Query form	**R**	Rule table	**R**	Rule table
R	Rule table		Repeating table		Repeating table
	Repeating table		Report/process		Report/process
	Report/process	**V**	Validation form/table View	**V**	Validation form/table View
T	General maintenance				
	Temporary table				
V	Validation form/table View				

Accounts Receivable (T)					
A	Application form	**P**	Process	**R**	Report
I	Inquiry form	**Q**	Query form	**V**	Validation form/table

Financial Aid (R)		HR/Payroll/Personnel (P) Position Control (N)		Alumni/Development (A)	
A	Application form	**A**	Application form	**A**	Application form
B	Base table	**B**	Base table	**B**	Base table
I	Inquiry form		Batch COBOL process	**C**	Called/list form
P	Process/report	**I**	Inquiry form	**I**	Inquiry form
R	Rule table	**P**	Process	**P**	Process/report
	Repeating rules table	**R**	Rule table	**R**	Repeating rules table
	Report		Repeating table	**T**	Temporary table
T	Temporary table		Report/process	**V**	Validation form/table View
V	Validation form/table View	**V**	Validation form/table		
Information Access					
R	Report				

Positions 4, 5, 6, and 7 uniquely identify the form, report, job, or table.

Examples:

SPAIDEN		ADPFEED		PTVESKL	
S	Student	**A**	Alumni/Development	**P**	Personnel
P	Person	**D**	Designation	**T**	Validation form/Table
A	Application	**P**	Process	**V**	Validation form/Table
IDEN	Identification	**FEED**	Feed to Finance	**ESKL**	Employee Skill

Appendix B: Employee Class

Code	Description	Pay ID	Salary	Time Entry Method	Leave Category	Benefit Category
A1	Faculty FT Reg – Academic	SC	S	Auto Pay	IN	B1
A2	Faculty PT Reg – Academic	SC	S	Auto Pay	IN	B1
A3	Faculty FT Temp – Academic	SL	S	Auto Pay	IN	B2
A4	Faculty PT Temp – Academic	SL	S	Auto Pay	IN	B2
AD	Faculty FT Reg – Deferred Pay	SC	S	Auto Pay	IN	B1
B1	Faculty Reg FT – Annual	SC	S	Auto Pay/Web Leave Report	EL	B1
B2	Faculty Reg PT – Annual	SC	S	Auto Pay/Web Leave Report	EL	B1
B3	Faculty FT Temp – Annual	SL	S	Auto Pay	IN	B2
B4	Faculty PT Temp – Annual	SL	S	Auto Pay	IN	B2
B5	Faculty FT Federal – Annual	SC	S	Auto Pay/Web Leave Report	EL	B5
C1	Faculty FT – Other	SL	S	Auto Pay	IN	B2
C2	Faculty PT – Other	SL	S	Auto Pay	IN	B2
E1	Staff FT Reg – Exempt	SC	S	Auto Pay/Web Leave Report	EL	B1
E2	Staff PT Reg – Exempt	SC	S	Auto Pay/Web Leave Report	EL	B1
E3	Staff FT Temp – Exempt	SL	S	Auto Pay	IN	B2
E4	Staff PT Temp – Exempt	SL	S	Auto Pay	IN	B2
E5	Staff FT Federal – Exempt	SC	S	Auto Pay/Web Leave Report	EL	B5
E6	PSL FT Regular – Exempt	SC	S	Auto Pay/Web Leave Report	EL	B1
E7	PSL PT Reg – Exempt	SC	S	Auto Pay/Web Leave Report	EL	B1
E8	PSL FT Temp – Exempt	SL	S	Auto Pay	IN	B2
E9	PSL PT Temp – Exempt	SL	S	Auto Pay	IN	B2
N1	Staff FT Reg – Non-Exempt	SL	H	Employee Time Entry via Web	NL	B1
N2	Staff PT Reg – Non-Exempt	SL	H	Employee Time Entry via Web	NL	B1
N3	Staff FT Temp – Non-Exempt	SL	H	Employee Time Entry via Web	IN	B2
N4	Staff PT Temp – Non-Exempt	SL	H	Employee Time Entry via Web	IN	B2
N6	PSL FT Reg – Non-Exempt	SL	H	Employee Time Entry via PSL Time	NL	B1
N7	PSL PT Reg – Non-Exempt	SL	H	Employee Time Entry via PSL Time	NL	B1
N8	PSL FT Temp – Non-Exempt	SL	H	Employee Time Entry via Web	IN	B2
N9	PSL PT Temp – Non-Exempt	SL	H	Employee Time Entry via Web	IN	B2
S6	PSL Graduate Assistant (RA/TA)	SL	S	Auto Pay	IN	B3
S7	PSL Student – Regular	SL	H	Employee Time Entry via PSL Time	IN	B3
S8	PSL Student – Work-study	SL	H	Employee Time Entry via PSL Time	IN	B3
SG	Graduate Assistant (RA/TA)	SL	S	Auto Pay	IN	B3
SR	Student – Regular	SL	H	Employee Time Entry via Web	IN	B3
SW	Student – Work-study	SL	H	Employee Time Entry via Web	IN	B3
ZP	Retirees/Affiliated	ZP	-	-	-	-

Leave Categories:

EL Exempt Leave Plan
NL Non-exempt Leave Plan
IN Ineligible for Leave Plan

Benefit Categories:

B1 Regular Full Benefits
B2 Non-Regular Benefits
B3 Taxes only
B4 Ineligible for Benefits
B5 Federal Benefits
NP Non-Paid Retirees/Affiliates

Notes:

Notes: